

# “New to Infinite Campus” Training – Day 2

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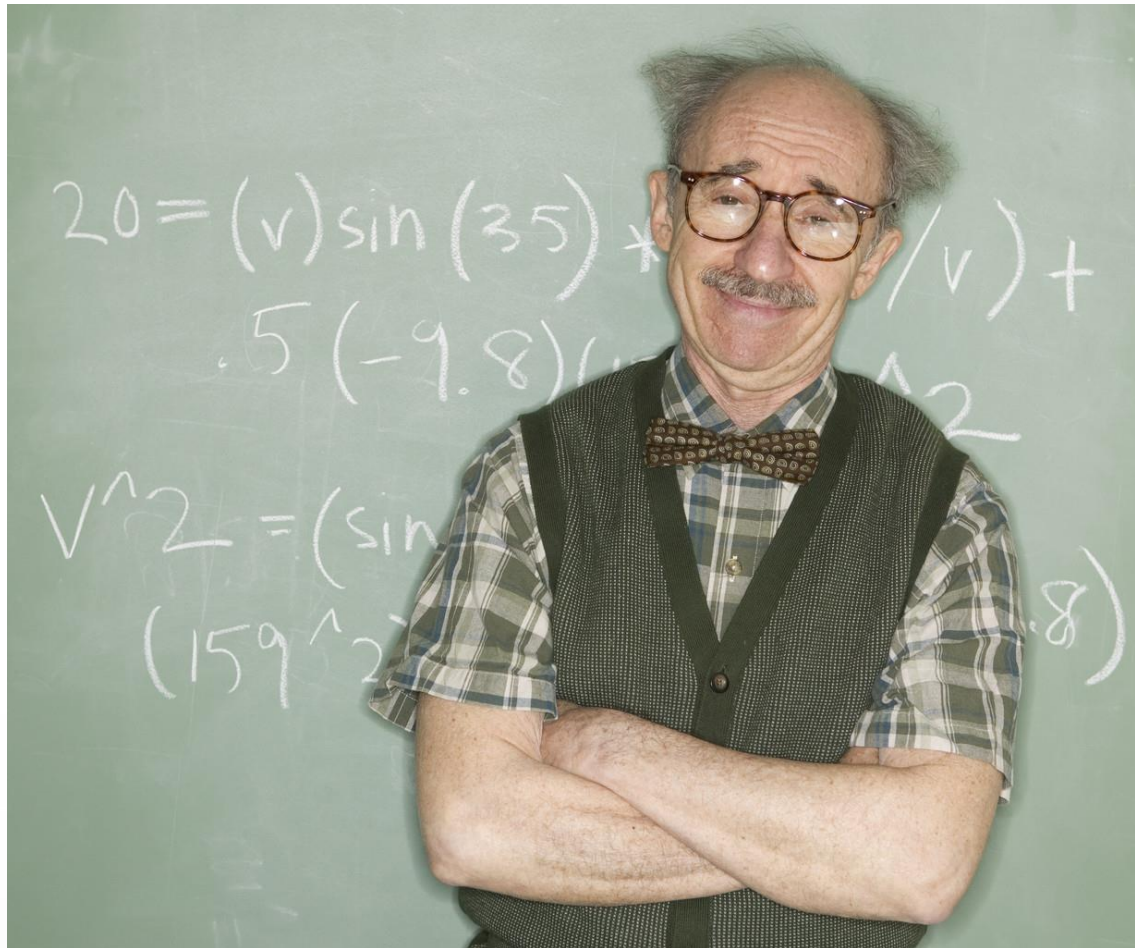
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August 4,5,6, 2020



# Martin Sieverding



# Census

- Create Household
- Use Census Wizard
- People
- Address/Contact Information
- Relationships
- Creating New Identity
- Former Student as Staff or Parent
- Staff Employment/Assignment Records

# Create Household

- Census>>Add Household
- Always do a Household Search
- Avoid creating a duplicate
- Then click “New Household”

Year **13-14** School **Campus High School**


**Index** Search Help <

Chris Admin  
Campus Community - Account Creati  
Campus Community - Implementatio  
Training Survey  
▶ Student Information  
▶ Instruction  
▼ Census  
    My Data  
    Staff Request Processor  
    People  
    Households  
    Addresses  
    Portal Request Processor  
    Add Person  
    **Add Household**

**Household Search**

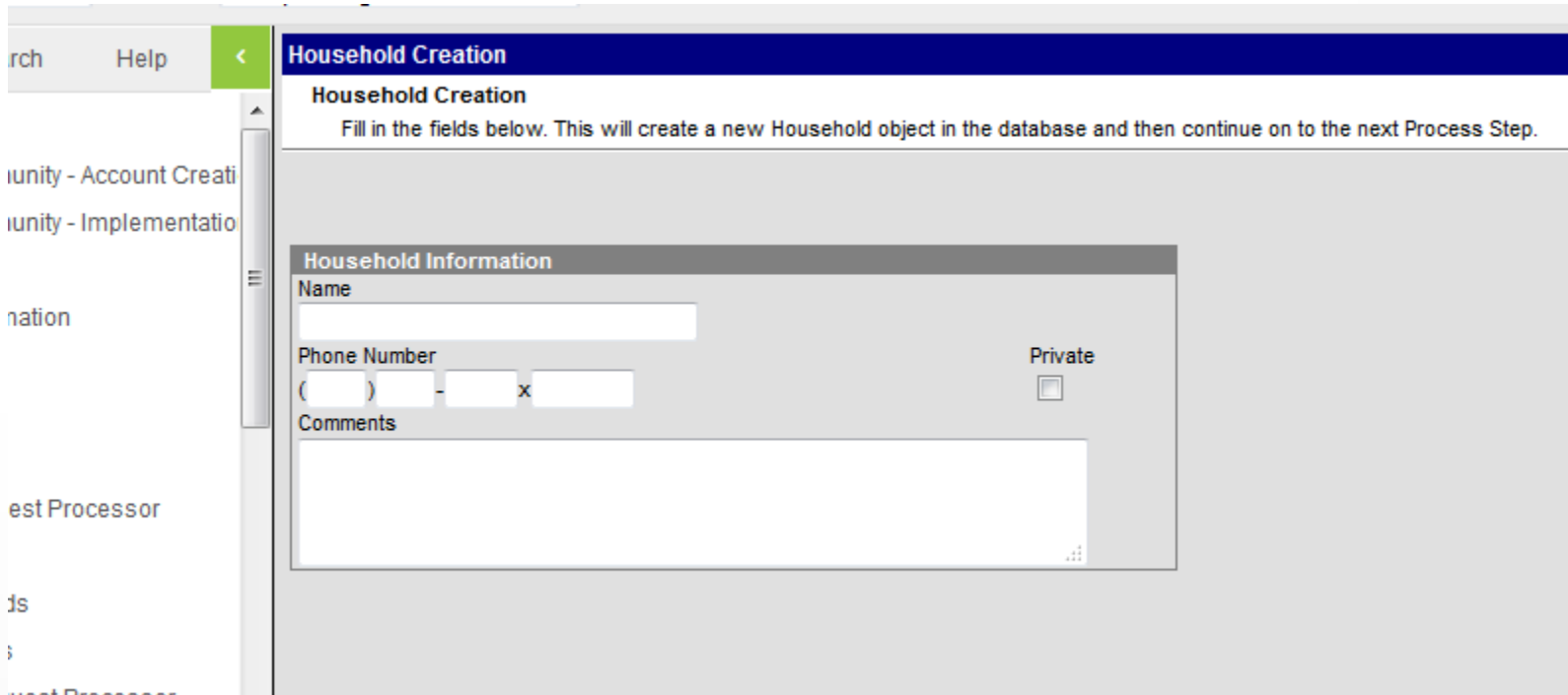
Search for a household already tracked in Campus. After searching, select a household from the list or click on Create New Household.

**Household Search**

Last Name   
First Name   
Student #   
Birthdate    
Number   
Street   
Apt #   
Household Name   
Phone (  )  -  x

# Create Household

- Household name and Phone number
- Naming Convention
- Click Save



The screenshot shows a web application interface for creating a household. On the left is a vertical navigation menu with links: 'rch', 'Help', 'unity - Account Creati', 'unity - Implementatio', 'nation', and 'est Processor'. The main content area has a blue header bar labeled 'Household Creation'. Below this, a sub-header 'Household Creation' is followed by the instruction: 'Fill in the fields below. This will create a new Household object in the database and then continue on to the next Process Step.' The form itself is titled 'Household Information' and contains three fields: 'Name' (a single-line text box), 'Phone Number' (a multi-part input with parentheses, dashes, and an 'x' separator), and 'Comments' (a large multi-line text area). To the right of the 'Phone Number' field is a 'Private' checkbox.

# Create Household

- Household created
- No members
- No addresses

chool Campus High School

lp < **Banter, Robert \$ Susan Household**  
Phone: (605)555-5555

nt Creati  
nentatio

Household Info Addresses Members Fees FS Deposit

Save Delete

**Household Information**

Name	Phone Number	Private
Banter, Robert \$ Susan	( 605 ) 555 - 5555 x	<input type="checkbox"/>

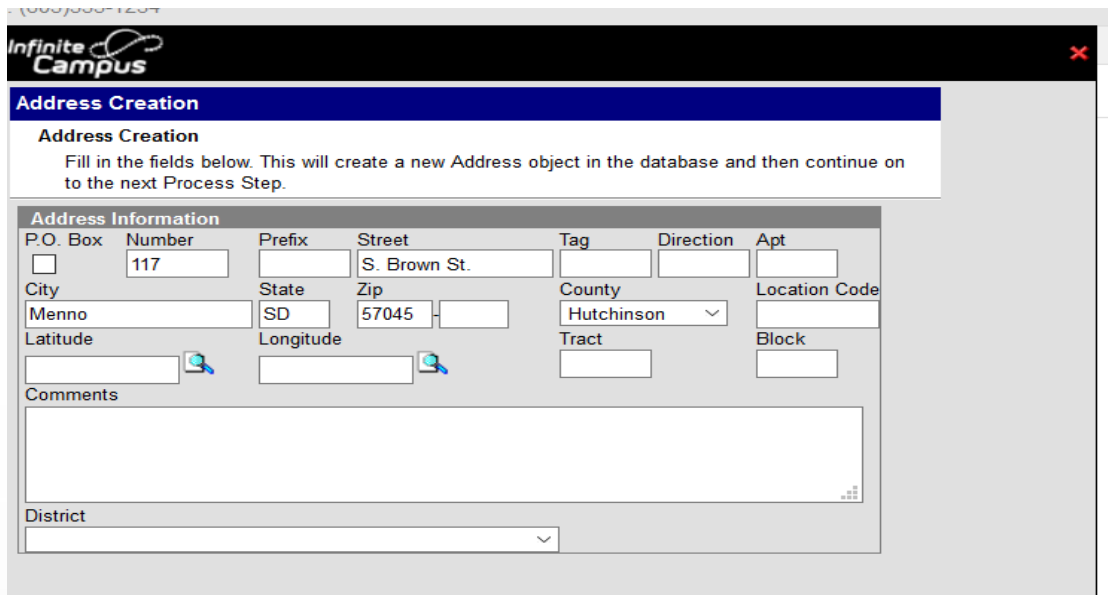
Comments

No school mailing ☐

- Modified by: Admin, Chris 10/28/2014 15:01

# Add an Address to Household

- Click on Address tab
- Search for address – then Create New
- Add pertinent information



The screenshot shows the 'Infinite Campus' 'Address Creation' form. The form has a blue header bar with the 'Infinite Campus' logo and a red close button. Below the header, the title 'Address Creation' is displayed in a blue bar. A white box contains the instruction: 'Address Creation. Fill in the fields below. This will create a new Address object in the database and then continue on to the next Process Step.' The main form area is titled 'Address Information' and contains several fields: 'P.O. Box' (checkbox), 'Number' (text box with '117'), 'Prefix' (text box), 'Street' (text box with 'S. Brown St.'), 'Tag' (text box), 'Direction' (text box), 'Apt' (text box), 'City' (text box with 'Menno'), 'State' (text box with 'SD'), 'Zip' (text box with '57045'), 'County' (dropdown menu with 'Hutchinson'), 'Location Code' (text box), 'Latitude' (text box with a magnifying glass icon), 'Longitude' (text box with a magnifying glass icon), 'Tract' (text box), 'Block' (text box), 'Comments' (large text area), and 'District' (dropdown menu).

Field	Definition
Post Office Box	Indicates the address is not a physical location but a mailing location.
Number	House Number of the address, or Box number if the address is a P.O. Box address. In the address 7750 South Barstow Street NE, My Town MN 55555, 7750 is the number. Only enter the number of the address.
Prefix	Direction of the street in the address. In the address 7750 South Barstow Street NE, MyTown MN 55555, South is the prefix.
Street	Name of the street. In the address 7750 South Barstow Street NE, My Town MN 55555, Barstow is the street name. Enter only the name of the street.
Tag	Label of the entered street - Avenue, Street, Blvd., etc. In the address 7750 South Barstow Street NE, My Town MN 55555, Street is the tag. Enter only the tag in this field.
Direction	Direction indicating the placement of the street within the city limits. In the address 7750 South Barstow Street NE, MyTown MN 55555, NE is the direction. Enter only the direction in this field.
Apt	Apartment number if this address is for an apartment building location. In the address 7750 South Barstow Street NE, Apt. 101 My Town MN 55555, 101 is the Apartment number.
City	Postal city for the address.
State	Two-digit state code for the address.
Zip Code	Postal zip code (plus 4 if available).
County	County in which the address is located.



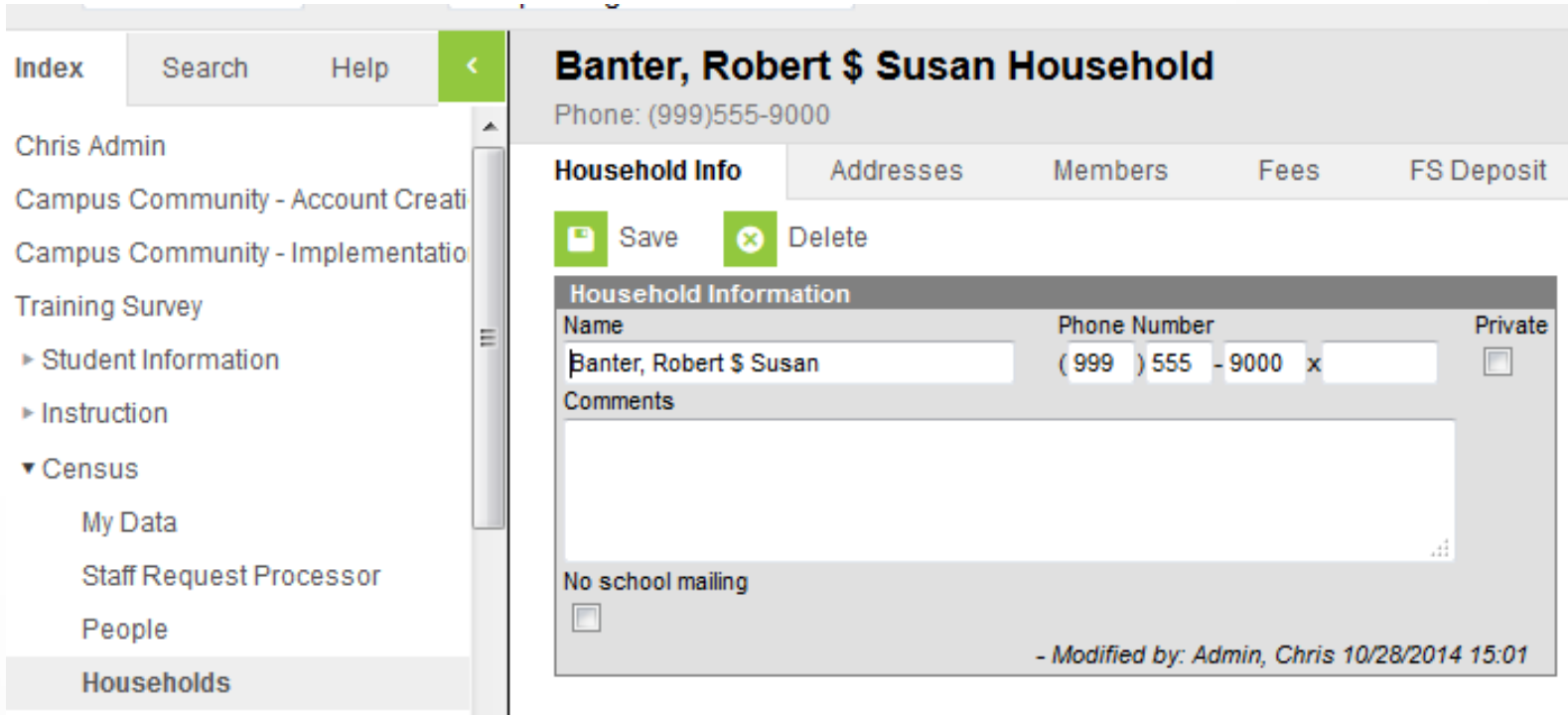
# Add an Address to Household

- Add a Start Date on the next screen and click Save

Household Location Detail			
Address			
117 S Brown			
*Start Date			
07/25/2018		End Date	
Mailing	Secondary	Private	Physical
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Add Members to Household

- Click on Members tab



The screenshot shows a web application interface for managing households. On the left is a sidebar menu with the following items: Index, Search, Help, Chris Admin, Campus Community - Account Creation, Campus Community - Implementation, Training Survey, Student Information, Instruction, Census (expanded), My Data, Staff Request Processor, People, and Households (highlighted). The main content area is titled "Banter, Robert \$ Susan Household" and shows a phone number of (999)555-9000. Below the title are tabs for Household Info, Addresses, Members, Fees, and FS Deposit. The "Household Info" tab is active, showing a "Save" button and a "Delete" button. The "Household Information" section contains a "Name" field with "Banter, Robert \$ Susan", a "Phone Number" field with "( 999 ) 555 - 9000 x", and a "Private" checkbox. There is also a "Comments" text area and a "No school mailing" checkbox. At the bottom right, it says "- Modified by: Admin, Chris 10/28/2014 15:01".

Index Search Help <

Chris Admin

Campus Community - Account Creation

Campus Community - Implementation

Training Survey

▶ Student Information

▶ Instruction

▼ Census

My Data

Staff Request Processor



People

Households

**Banter, Robert \$ Susan Household**

Phone: (999)555-9000

Household Info Addresses Members Fees FS Deposit

 Save  Delete

**Household Information**

Name	Phone Number	Private
Banter, Robert \$ Susan	( 999 ) 555 - 9000 x	<input type="checkbox"/>

Comments

No school mailing ☐

- Modified by: Admin, Chris 10/28/2014 15:01

# Add Members to Household

Click Members tab

Then click Find New Member

## Banter, Robert \$ Susan Household

Phone: (999)555-9000

Household Info

Addresses

**Members**

Fees

FS Deposit

 Find New Member

### Household Member Editor

Name	Start Date	End Date	Secondary	Private
Banter, Robert	10/28/2014			

**Infinite Campus**

### Person Search


Person Search

Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Person.

\*Last Name

First Name

Middle Name

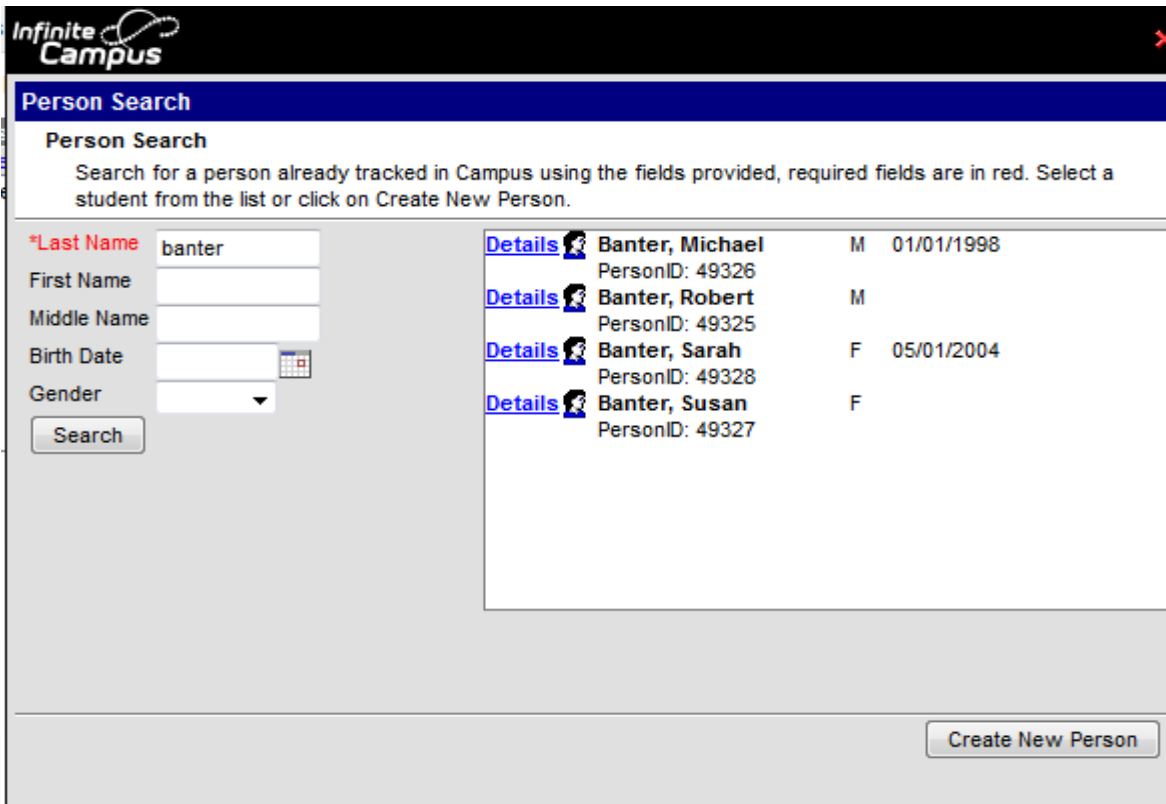
Birth Date  

Gender

Note: Always search before creating a new person

# Add Members to Household


- Do a search – only last name is required
- Click on person to add or Create New Person







**Infinite Campus**

### Person Search

Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Person.

<b>*Last Name</b>	<input type="text" value="banter"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Birth Date	<input type="text"/> 
Gender	<input type="text"/>
<input type="button" value="Search"/>	




<a href="#">Details</a>		Banter, Michael	M	01/01/1998
		PersonID: 49326		
<a href="#">Details</a>		Banter, Robert	M	
		PersonID: 49325		
<a href="#">Details</a>		Banter, Sarah	F	05/01/2004
		PersonID: 49328		
<a href="#">Details</a>		Banter, Susan	F	
		PersonID: 49327		

# Add Members to Household

- If adding existing person
- Add start date and other information
- Click Save

**Banter, Robert & Susan Household**  
 Phone: (999)555-9000

Household Info	Addresses	<b>Members</b>	Fees	FS Deposit
----------------	-----------	----------------	------	------------

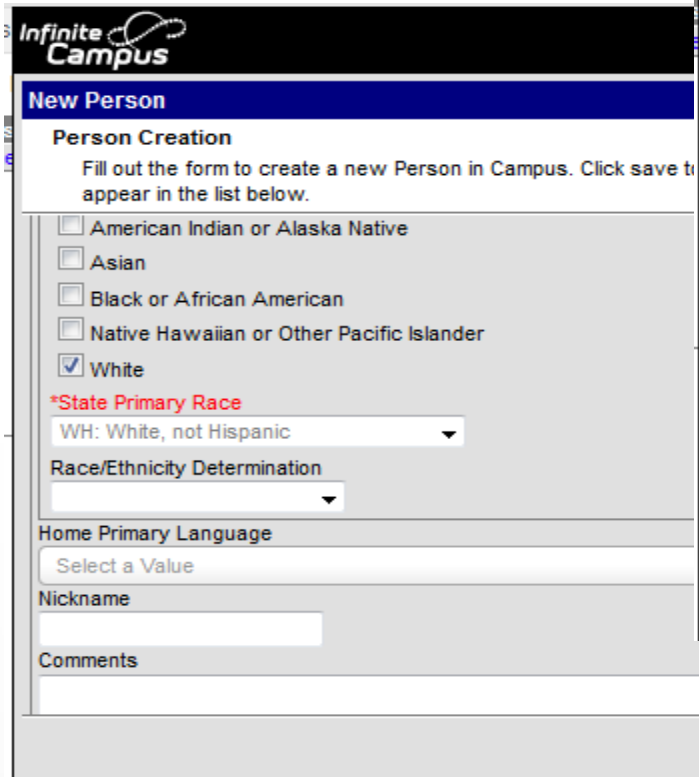
 Save
  Delete
  Find New Member

Household Member Editor				
Name	Start Date	End Date	Secondary	Private
Banter, Robert	10/28/2014			

Household Member Detail	
Name <b>Banter, Susan</b>	
Start Date <input type="text"/>	End Date <input type="text"/>
Secondary <input type="checkbox"/>	Private <input type="checkbox"/>

# Add Members to Household

- If Create New Person
- Add required and other information
- Click Save



**Infinite Campus**

## New Person

### Person Creation

Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

☐ American Indian or Alaska Native  
☐ Asian  
☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander  
☒ White

**\*State Primary Race**

WH: White, not Hispanic

**Race/Ethnicity Determination**

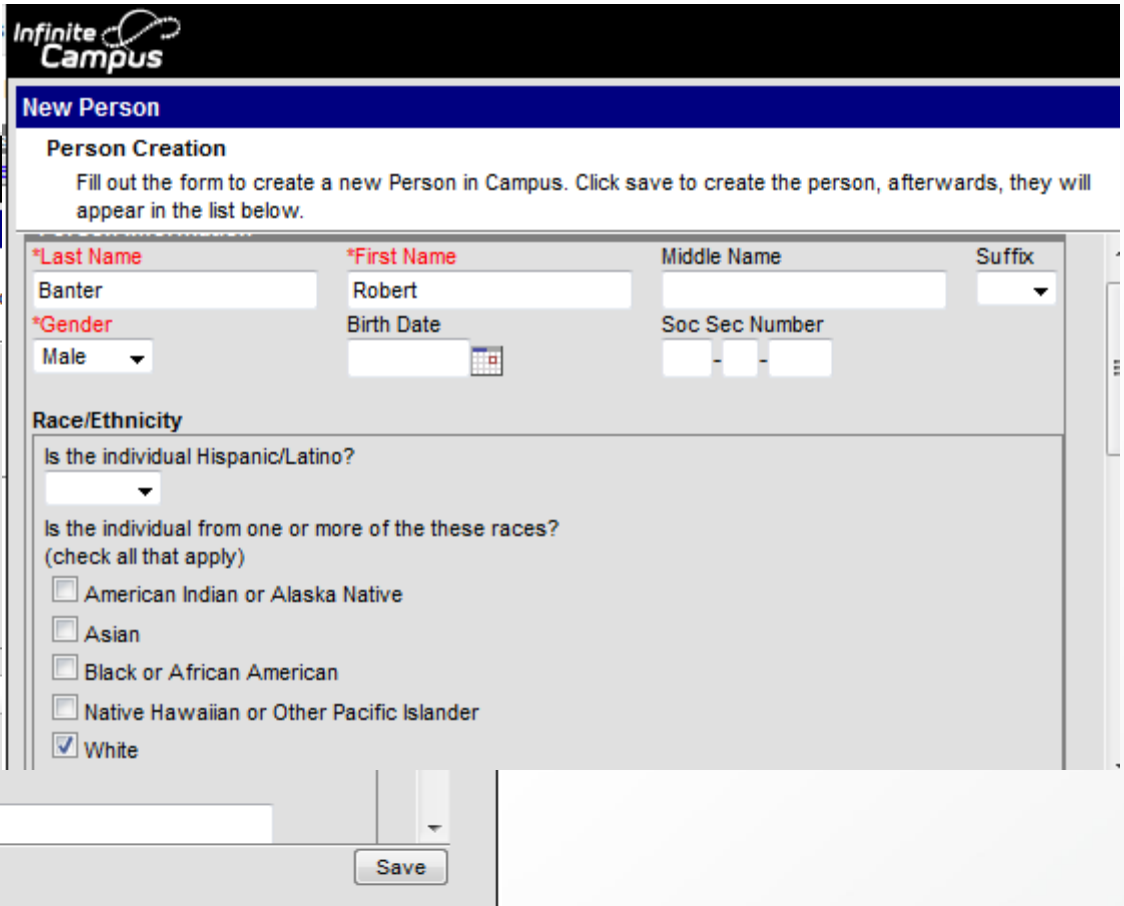
Home Primary Language

Select a Value

Nickname

Comments

Save



**Infinite Campus**

## New Person

### Person Creation

Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

**\*Last Name** Banter  
**\*First Name** Robert  
 Middle Name  
 Suffix

**\*Gender** Male  
 Birth Date  
 Soc Sec Number

**Race/Ethnicity**

Is the individual Hispanic/Latino?

Is the individual from one or more of the these races?  
(check all that apply)

☐ American Indian or Alaska Native  
☐ Asian  
☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander  
☒ White




Save

# Add Members to Household

- Still must add start date
- Click Save

**Banter, Robert & Susan Household**  
 Phone: (999)555-9000

Household Info   Addresses   **Members**   Fees   FS Deposit

 Save  
  Delete  
  Find New Member


**Household Member Editor**


Name	Start Date	End Date	Secondary	Private
Banter, Robert	10/28/2014			

**Household Member Detail**

Name  
**Banter, Susan**

Start Date  

End Date  



Secondary ☐

Private ☐

# Add Members to Household

- Need to set up relationships
- Census>>Person do a search
- Click on Relationship tab
- Check boxes for communication

District Assignments	FS Deposit	School Choice	Credentials	Overrides	Fees	ID History
Demographics	Identities	Households	<b>Relationships</b>	Enrollments	District Employment	

 Save
  New Non-Household Relationship

Relationships within the Banter, Robert \$ Susan **Primary Household Relationships											
Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Messenger	Private
Banter , Michael	M	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Banter , Robert	M	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Banter , Susan	F	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Household Relationships											
Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Messenger	Private



# Relationship Shortcut

- See step 3 in Census Wizard

**Census Wizard - Edit Relationships**

**Step 3 - Edit Relationships of Household Members**  
Edit the relationships between the family members.

**Relationships to Bantor, Carter**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Bantor, Clyde		M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Curtis	01/07/2004	M	Sibling	10/31/2014			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Sylvia		F	Mother	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Relationships to Bantor, Clyde**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Bantor, Carter	06/01/2002	M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Curtis	01/07/2004	M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Sylvia		F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Relationships to Bantor, Curtis**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Bantor, Carter	06/01/2002	M	Sibling	10/31/2014			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Clyde		M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Sylvia		F	Mother	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Relationships to Bantor, Sylvia**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Bantor, Carter	06/01/2002	M	Mother	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Clyde		M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Curtis	01/07/2004	M	Mother	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Save & Done**

# Add Person to a Secondary Household

- Census>>People do a search
- Click on Households tab
- Click New Household Membership
- New Window – Search for household or Create New
- Be sure to mark as Secondary or it will replace the Primary
- Set Relationships

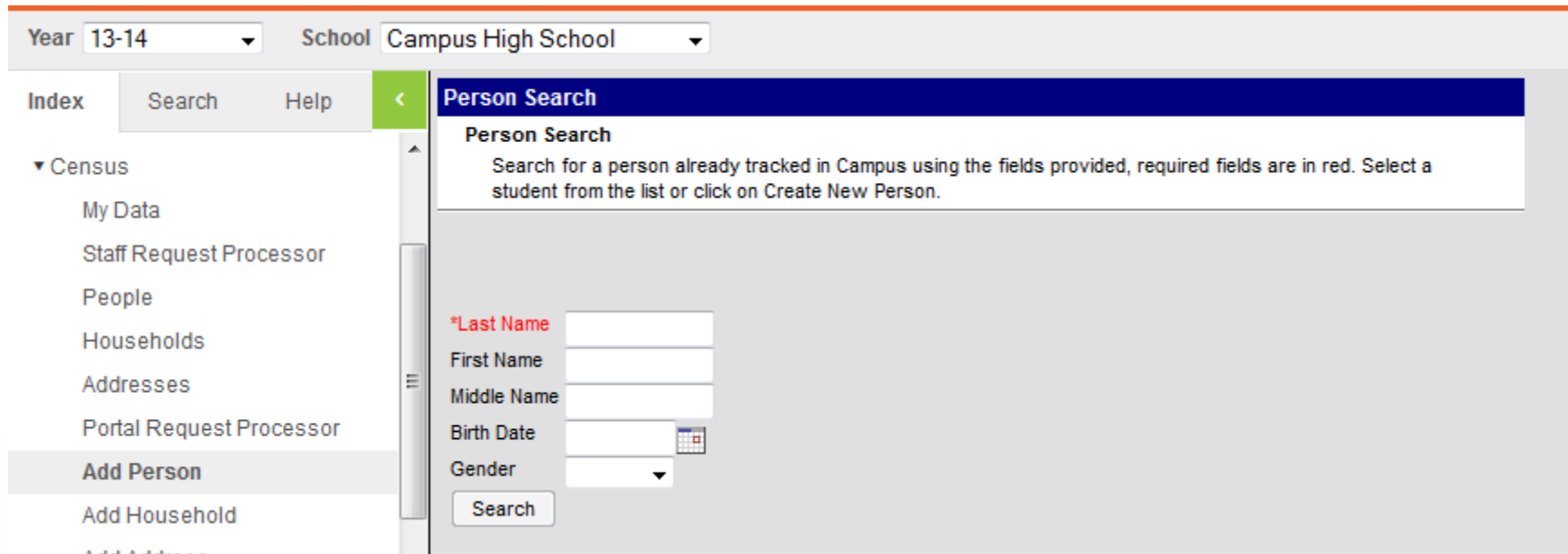


# Census – adding individual items

- The next section explains adding items to the Census prior to creating a Household. You can then use the Census Wizard to create the Household and add the Address and People to that Household

# Add Person to Census

- Census>>Add Person
- Always search BEFORE you create new



Year 13-14 School Campus High School

Index Search Help <

▼ Census

- My Data
- Staff Request Processor
- People
- Households
- Addresses
- Portal Request Processor
- Add Person**
- Add Household
- +

**Person Search**


Person Search

Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Person.

\*Last Name

First Name

Middle Name

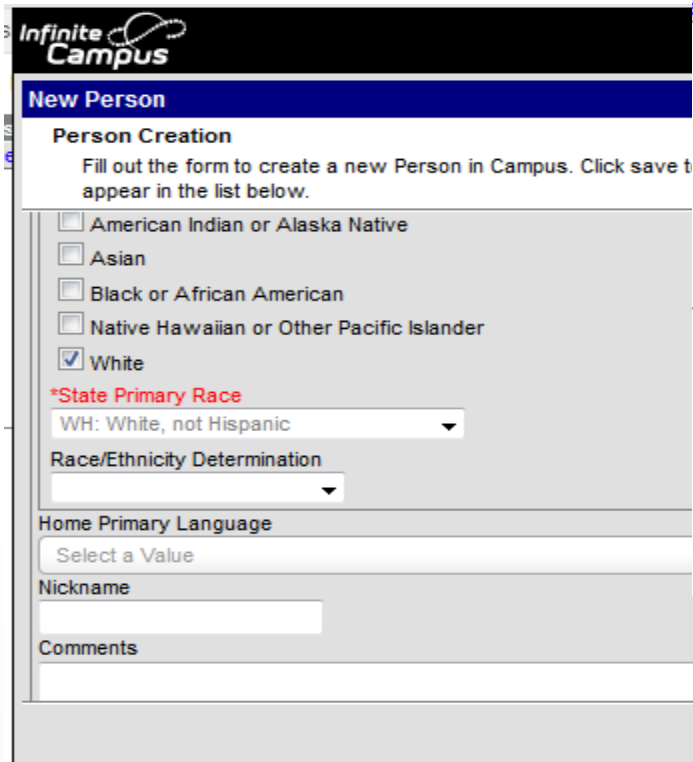
Birth Date  

Gender

Search

# Add Person to Census

- Add required and other information
- Click Save



**Infinite Campus**

## New Person

### Person Creation

Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

☐ American Indian or Alaska Native  
☐ Asian  
☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander  
☒ White

**\*State Primary Race**

WH: White, not Hispanic

**Race/Ethnicity Determination**

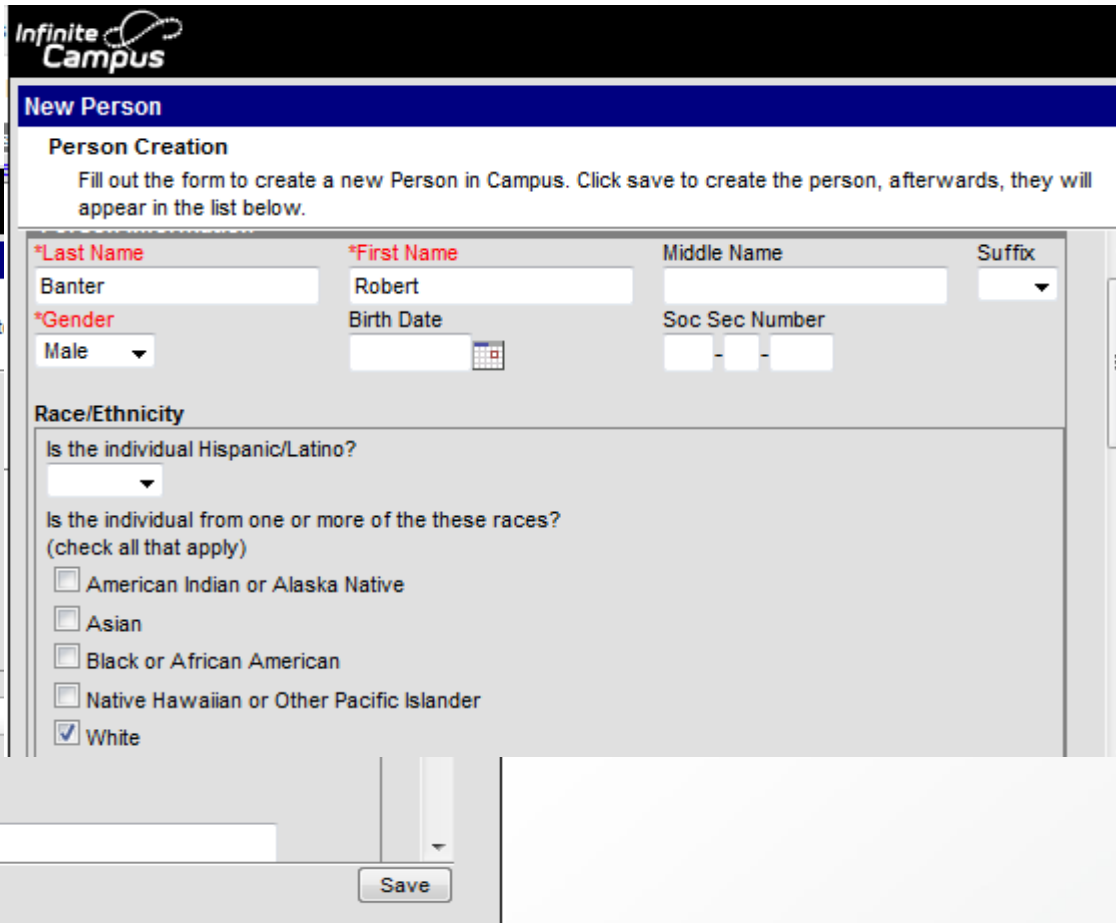
Home Primary Language

Select a Value

Nickname

Comments

Save



**Infinite Campus**

## New Person

### Person Creation

Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

**\*Last Name** Banter  
**\*First Name** Robert  
 Middle Name  
 Suffix

**\*Gender** Male  
 Birth Date  
 Soc Sec Number

### Race/Ethnicity

Is the individual Hispanic/Latino?

Is the individual from one or more of the these races? (check all that apply)

☐ American Indian or Alaska Native  
☐ Asian  
☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander  
☒ White

Save



# Add Person to Census

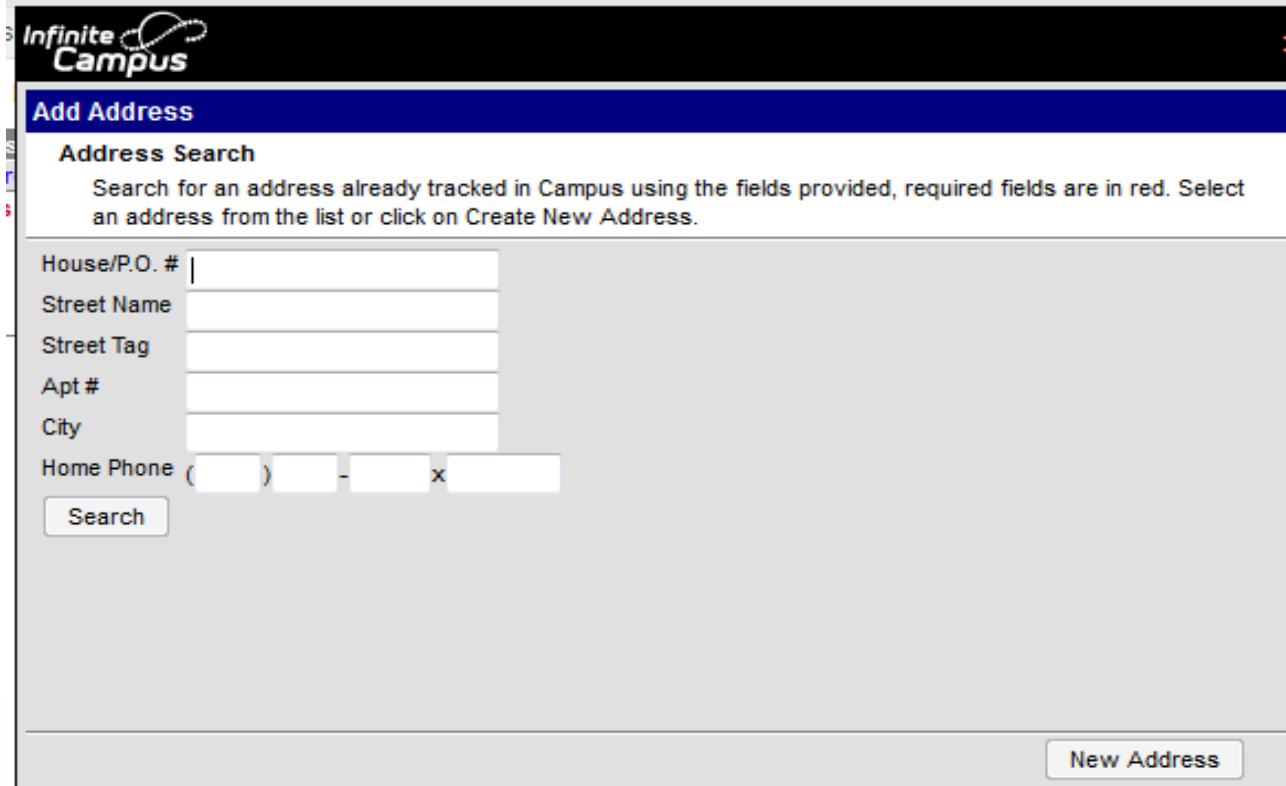
- Repeat as needed
- For students and future students
  - Add Birthday during process
- Does not connect with Household yet

# Add Address

Census>>Add Address

Notice: We do a  
search first

If no results click  
New Address



The screenshot shows the 'Infinite Campus' interface for adding an address. The title bar is black with the 'Infinite Campus' logo in white. Below it is a blue header bar with the text 'Add Address'. The main content area has a light gray background. It starts with a section titled 'Address Search' in bold. Below this is a paragraph of instructions: 'Search for an address already tracked in Campus using the fields provided, required fields are in red. Select an address from the list or click on Create New Address.' There is a list of input fields on the left: 'House/P.O. #' (with a red asterisk), 'Street Name', 'Street Tag', 'Apt #', 'City', and 'Home Phone ( ) - x'. Each field has a corresponding text input box. Below these fields is a 'Search' button. At the bottom right of the form is a 'New Address' button.

**Infinite Campus**

**Add Address**

**Address Search**

Search for an address already tracked in Campus using the fields provided, required fields are in red. Select an address from the list or click on Create New Address.

House/P.O. #

Street Name

Street Tag

Apt #

City

Home Phone (  )  -  x

# Add Address

Note: Check box if number is PO Box

Fill in information and click Save

**Address Creation**

Address Creation

Fill in the fields below. This will create a new Address object in the database and then continue on to the next Process Step.

---

**Address Information**

P.O. Box	Number	Prefix	Street	Tag	Direction	Apt
<input type="checkbox"/>	1245		South Alfalfa Street			
City	State	Zip	County	Location Code	Block	
Menno	SD	57045 -	Hutchinson			
Latitude	Longitude	Tract				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Comments <input type="text"/>						
District <input type="text"/>						

**1245 South Alfalfa Street** [Map this address](#)

Menno, SD 57045

**Address Info** Households Schools Overrides

**Address Information**

P.O. Box	Number	Prefix	Street	Tag	Direction	Apt
<input type="checkbox"/>	1245		South Alfalfa Street			
City	State	Zip	County	Location Code	Block	
Menno	SD	57045 -	Hutchinson			
Latitude	Longitude	Tract				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Comments <input type="text"/>						
District <input type="text"/>						

- Modified by: Admin, Chris 10/31/2014 11:42



Field	Definition
Post Office Box	Indicates the address is not a physical location but a mailing location.
Number	House Number of the address, or Box number if the address is a P.O. Box address. In the address 7750 South Barstow Street NE, My Town MN 55555, 7750 is the number. Only enter the number of the address.
Prefix	Direction of the street in the address. In the address 7750 South Barstow Street NE, MyTown MN 55555, South is the prefix.
Street	Name of the street. In the address 7750 South Barstow Street NE, My Town MN 55555, Barstow is the street name. Enter only the name of the street.
Tag	Label of the entered street - Avenue, Street, Blvd., etc. In the address 7750 South Barstow Street NE, My Town MN 55555, Street is the tag. Enter only the tag in this field.
Direction	Direction indicating the placement of the street within the city limits. In the address 7750 South Barstow Street NE, MyTown MN 55555, NE is the direction. Enter only the direction in this field.
Apt	Apartment number if this address is for an apartment building location. In the address 7750 South Barstow Street NE, Apt. 101 My Town MN 55555, 101 is the Apartment number.
City	Postal city for the address.
State	Two-digit state code for the address.
Zip Code	Postal zip code (plus 4 if available).
County	County in which the address is located.

# Address Notes

- Do not delete Addresses
- End date instead to preserve historical data
- Mark additional addresses as Secondary
  - If you do not, it will end date primary address
  - Necessary if household has 2 or more residences
  - Necessary if household has PO Box and street
- Mark Private if address should not be given to 3<sup>rd</sup> party mailing lists

# Census Wizard

- Census>>Census Wizard

**Census Wizard**

**Step 1 - Assemble New or Select Household**  
This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household, people or addresses.

- To Edit a household, simply click on the Household name in the search results.
- To Assemble a new household, select people and/or addresses in the search results.

If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can create and link in a new address in

**Person Search**  
Last Name   
First Name   
Student Number   
Birth Date   
Gender   
Middle Name   
Suffix   
**Address Search**  
House/P.O. Number   
Street Name   
Apt Number   
City   
**Household Search**  
Household Name   
Home/Other Phone (  )  -  x

**Household**



# Census Wizard

- This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household, people or addresses. To Edit a household, simply click on the Household name in the search results.
- To Assemble a new household, select people and/or addresses in the search results.
- If you enter a first and last name, you can create and link a new person into the household. If you enter a house number and street you can create and link a new address into the household.

# Census Wizard

- Search by Person, Address, or Household
- To create new household you must add people to the census first
- If unsure about household name, search that first

# Census Wizard

- Search for person
- People listed on the left
- Click any to include in new household

[Index](#)
[Search](#)
[Help](#)

Household

Advanced Search

Census Wizard Search Results: 4

**People not in Households**

[Details](#)

Bantor , Curtis [01/07/2004]

[Details](#)

Bantor , Carter [06/01/2002]

[Details](#)

Bantor , Clyde

[Details](#)

banter , Sylvia

**Census Wizard**

**Step 1 - Assemble New or Select Household**

This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household.

- To Edit a household, simply click on the Household name in the search results.
- To Assemble a new household, select people and/or addresses in the search results.

If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can

**Person Search**

Last Name

First Name

Student Number

Birth Date

Gender

Middle Name

Suffix

**Address Search**

House/P.O. Number

Street Name

Apt Number

City

**Household Search**

Household Name

Home/Other Phone (  )  -  x

**Assembling a New Household**

# Census Wizard

- Clear Name and Search for Address
- Click to add to New Household
- Click Continue – Step 2

Index
Search
Help

Household
bantor
Go
Advanced Search

Census Wizard Search Results: 1  
  
**Addresses not in Households**  
1245 South Alfalfa Street , Menno

### Census Wizard

**Step 1 - Assemble New or Select Household**

This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household, person, or address.

- To Edit a household, simply click on the Household name in the search results.
- To Assemble a new household, select people and/or addresses in the search results.

If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can create a new address.

**Person Search**

Last Name

First Name

Student Number

Birth Date

Gender

Middle Name

Suffix

**Address Search**

House/P.O. Number

Street Name

Apt Number

City

**Household Search**

Household Name

Home/Other Phone

Search Clear Search Fields

**Assembling a New Household**

- New Household
- 1245 South Alfalfa Street , Menno
- Bantor, Curtis [01/07/2004]
- Bantor, Carter [06/01/2002]
- Bantor, Clyde
- Bantor, Sylvia

Continue - Step 2 » Clear Household

# Census Wizard

- Add Household Name/Phone Number
- Add Start Date for Address and All Members
- Mark Address for Private, Secondary, and Mailing as appropriate
- Click Save & Continue – Step 3

**Census Wizard - Edit Household Membership**

**Step 2: Editing Household Data**  
Edit the attributes common to the household and edit details specific to each person and address.

---

**Household**

Household Name (Override)  Household Phone Number  Private ☐

---

**Household Locations**

Address	Start	End	Private	Secondary	Mailing
1245 South Alfalfa Street , Menno SD 57045	<input type="text" value="10/31/2014"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

**Household Members**

Name	Birthdate	Gender	Start	End	Private	Secondary
Bantor, Clyde		M	<input type="text" value="10/31/2014"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Sylvia		F	<input type="text" value="10/31/2014"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Curtis	01/07/2004	M	<input type="text" value="10/31/2014"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Carter	06/01/2002	M	<input type="text" value="10/31/2014"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Census Wizard

- Set Relationships, Start Date, Guardian, Mailing, Portal, etc.

Note: Guardian, Mailing, Portal, and Messenger are NOT Sibling to Sibling

Click Save & Done

**Census Wizard - Edit Relationships**

**Step 3 - Edit Relationships of Household Members**  
Edit the relationships between the family members.

**Relationships to Bantor, Carter**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Bantor, Clyde		M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Curtis	01/07/2004	M	Sibling	10/31/2014			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Sylvia		F	Mother	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Relationships to Bantor, Clyde**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Bantor, Carter	06/01/2002	M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Curtis	01/07/2004	M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Sylvia		F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Relationships to Bantor, Curtis**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Bantor, Carter	06/01/2002	M	Sibling	10/31/2014			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Clyde		M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Sylvia		F	Mother	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Relationships to Bantor, Sylvia**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Bantor, Carter	06/01/2002	M	Mother	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Clyde		M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Curtis	01/07/2004	M	Mother	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Save & Done**

# What about those boxes?

- Guardian – authority to make decisions on behalf of the student
- Mailing – receive addressed reports to his/her attention
- Portal – access to portal information of person being viewed
- Messenger – considered a messenger contact for person
- Private – contact information will not be printed in reports

Relationships within the Bantor, Clyde & Sylvia **Primary Household Relationships											
Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Messenger	Private
Bantor , Carter	M	Father	10/31/2014				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor , Curtis	M	Father	10/31/2014				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor , Sylvia	F						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Non-Household Relationships

- Census>>People do a search
- Click Relationships tab
- Click New Non-Household Relationship link
- Search by last name or Create New
- Set up Relationships, Start Date, check boxes
- Examples Grandparents, Babysitter

# Foreign Exchange Student

- Census>>Person or Student Information>>General
- Enrollment tab
- State Reporting Fields
- Citizenship drop-down menu

Demographics   Identities   Households   Relationships   **Enrollments**   District Employment

Save   Delete   Print Enrollment History   New   New Enrollment History

Start Comments   End Comments

**Future Enrollment**

Next Calendar   Next Schedule Structure   Next Grade

**State Reporting Fields**

\*Resident District   \*County   Citizenship

Select a Value   Enrollment Status   \*Percent Enrolled   Absent Days

\*Serving (Attending) District   \*\*Plainview: 100

Gifted   504 Plan   Unaccompanied Youth   Transportation Category

N: No   State Exclude   Migrant Indicator

# New Identity

- Never delete an identity unless it is completely wrong and NOTHING is attached to it
- Census>>People Identities tab
- Marriage, adoption (changed last name)

# Former Student now Staff or Parent

- Find the students state ID number and copy and paste that into the Comments Section on the Demographics tab. This way you will have it for your records.
- Go to their census page and take out the Student number and save. If the State ID number is grayed out, you will need to submit a ticket to Support so they can updated on the backend.
- Go to their enrollment record to see when their end date was for graduation and make that the end date as a member to their parents household.
- Go to the relationships tab and uncheck all parent/guardian information to the former student and their guardians.
- Delete any dr. or emg contact relationships from when the former parent was a student and no longer needed.
- You can keep the history of the parent household and the relationship history of parents/grandparents/siblings.
- If the former student has a new name I go to the Identities Tab and click on New and type in the new name and comment as to why.
- Make a new household for this former student and their new child and setup like any other household.



# Staff – Employment/Assignment

- Census>>People
- District Employment Tab – Start Date
- District Assignment Tab – School, Start Date, and Title for each assignment (high school, middle school, elementary school)



# Campus Community

- <https://kb.infinitecampus.com/help>
- To find information on any part of the Campus Tools section



# Enrolling Students

- First time enrollment
- Using the Student Locator
- Creating New Student
- Enrollment Roll Forward
- Enrollment End Batch
- Enrollment Cleanup Wizard
- New Enrollment History
- Foreign Exchange Students

# First Time Enrollments

- Potential student is under a Household in the Census
- Click on student name
- Click on Enrollment tab
- Click on New

This student has not been assigned a stateID. Would you like to be directed to the student locator to search for/assign this student an ID?

OK

Cancel

# Student Locator

- Student Information>>Student Locator

**Student Locator**

**Student Search**  
Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in or a student from the list or click on Create New Student. When doing a SSN-only search, the user must still do a name based

Last Name

First Name

Gender

Birth Date

Middle Name

SSN #

State ID

Search-->

Name	State ID	Gender	Birth Date	%
------	----------	--------	------------	---


Create New Student >

# Student Locator

- Provide first and last name and gender
  - Avoid nicknames
- If you know State ID use that.
- Mouse-over each result to see last enrollment
- Match birth dates
- Be sure of identity – avoid duplications
- If match use – if not Create New Student

# Create New Student

- Student Number – locally generated    State ID – state assigned
- At minimum include all information marked red

 Save

**Person Info**  
Student Number  ☐ Generate Number  
State ID

**Identity Info**  

**\*Last Name**  
Afam

**\*First Name**  
James

Middle Name

Suffix  
▼

**\*Gender**  
Male ▼

**\*Birth Date**

Soc Sec Number  
NO ACCESS

**Race/Ethnicity**  
Is the individual Hispanic/Latino?  
▼  
Is the individual from one or more of these races?  
(check all that apply)  
☐ American Indian or Alaska Native  
☐ Asian  
☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander  
☐ White  
**\*State Primary Race**  
▼  
Race/Ethnicity Determination  
▼

# Create New Student

- Include all necessary information
- When complete click SAVE at the top

**Enrollment Detail**

\*Calendar  
13-14 Campus Middle School

\*Start Date

Start Status  
00: Current Student

Start Comments

\*Schedule  
Main  
End Date

\*Grade  
End Action

Class Rank Exclude  
☐

\*Service Type  
P: Primary

End Status

End Comments

**State Reporting Fields**

\*Resident District  
Select a Value

\*County  
Citizenship

\*Serving (Attending) District  
\*\*Plainview: 100

Enrollment Status

\*Percent Enrolled  
100

Absent Days

Gifted  
N: No

Homeless Status

504 Plan  
☐

Unaccompanied Youth  
☐

Transportation Category

☐ State Exclude

☐ Migrant Indicator

☐ First Year In Country

☐ Assessment Exemption

Title 1

\*  
Title 1 Reading  
Title 1 Supporting Guidance  
Title 1 Social Science  
Title 1 Science  
Title 1 Vocational  
Title 1 Health/Dental/Eye Care  
Title 1 Math

# Enrollment Roll Forward

- Do this during prep for new year
- Create new calendars before you roll
- Roll multiple Grades of students
- Roll from one calendar to another
  - Middle School to High school
- Can do multiple times
  - Repeat if new students enroll

# Enrollment Roll Forward

- System Administration>>Students>>Enrollment Roll Forward

[Show Detailed Instructions](#)

**Select Source Calendars**

- 13-14 Campus Elem: 1-5
- 13-14 Campus Elem: KG
- 13-14 Campus Middle School
- 13-14 Campus High School
- 13-14 Campus K-8
- 13-14 Alternative Learning Cen
- 13-14 Campus University
- 12-13 Campus Middle School
- 12-13 Campus High School
- 12-13 Campus K-8
- 12-13 5 Day Rotation
- 12-13 Campus University
- 12-13 Modified Block
- 12-13 Multiple Terms
- Campus Elem: 1 - 5

CTRL-click and SHIFT-click for multiple

**Select Start Status**

00: Current Student

(OPTIONAL)  
**Select Destination Calendar**

**Select Destination Grade**

**Select Destination Structure**

**Start Date Override**  
If school days for the next school year have been finalized and Calendar Days have been set, this date does not have to be entered.

☐ Allow Duplicate Primary Enrollments

☒ Totals Only

☐ Show Warnings

☐ Include students whose enrollments end on the last day of the last term

**RUN TEST** **RUN**

☒ **Select Source Grades**

☐ 01 ☐ 02 ☐ 03 ☐ 04  
☐ 05 ☐ 06 ☐ 07 ☐ 08  
☐ 09 ☐ 10 ☐ 11 ☐ 12  
☐ KG ☐ PK

☐ **Source Ad Hoc Student Filter**

**Source Service Type**

☐ Primary  
☐ Partial  
☐ Special Ed Services

**Select Source Structure**



A district should have rolled their calendars using the Calendar Wizard before using this tool. This tool is safe to run repeatedly. If a student has already been promoted into the next calendar, it will not roll them again. It is assumed that each student should be rolled only once. Where the student is rolled is determined on the logic described below. Run this in test mode to preview which students will roll and where.

- 1.) The new enrollment start date will be the first instructional day in the calendar unless a date is specified.
- 2.) Only students without an End Date on their enrollment in the source calendar/grade will roll into a new calendar/grade unless the option to roll students whose end dates match the last day of the last term is selected. With that option, if an enrollment end date matches the last day of the term in any term schedule, the student will roll. It is always best to roll your students before ending their enrollments. Dropped students will not roll.
- 3.) If the destination calendar has multiple schedule structures with the same grades, the destination will have to be selected manually.
- 4.) Any students that have Future Enrollment information in their enrollment will be rolled directly into the calendar and grade specified. Use this to retain or demote students. These students will be excluded from any of the following logic.
- 5.) Sequence numbers must be assigned to all grade levels in all calendars. A student will be promoted to the next number in the sequence: Grade 09 with a sequence of 9 will be promoted to Grade 10 with a sequence of 10. Grade Levels with sequence 0 will be ignored. Students are assumed promoted unless flagged as retained or demoted on their enrollment. The tool will increment the grade sequence and look for next year's calendar in the same school.
- 6.) If a student needs to be promoted to a new building and the student's address contains a School Boundary mapping, the new building will be selected from the mapping information.
- 7.) If the student does not meet any of the conditions above, they will not automatically roll forward without a destination calendar, structure, and grade selected. These include 0 sequenced grades, and building promotion where multiple schools provide the promotion grade. These students should be rolled independently of a district-wide roll.

# Enrollment Roll Forward

- I do a separate roll for students changing calendars.
- Check and double check to make sure you are sending the correct students to the correct school
- Be sure you do your final roll BEFORE you end date students!

# Enrollment End Batch

- Done at end of school year
- After all other actions (grades, attendance)
- Will NOT change already populated data
- Process graduating students separately
- End date for seniors is last day of school calendar NOT their last day
- Diploma date can be last day or graduation day

# Enrollment End Batch

- System Administration>>Student>>Enrollment End Batch

**Select Calendars**

13-14 Campus Elem: 1-5

13-14 Campus Elem: KG

13-14 Campus Middle School

13-14 Campus High School

13-14 Campus K-8

13-14 Alternative Learning Cen

13-14 Campus University

12-13 Campus Middle School

12-13 Campus High School

12-13 Campus K-8

12-13 5 Day Rotation

12-13 Campus University

12-13 Modified Block

12-13 Multiple Terms

Campus Elem: 1 - 5

CTRL-click and SHIFT-click for multiple

**Select Grades**

☐ 01

☐ 02

☐ 03

☐ 04

☐ 05

☐ 06

☐ 07

☐ 08

☐ 09

☐ 10

☐ 11

☐ 12

☐ KG

☐ PK

**Select Ad Hoc Student Filter**

**Select Fields to fill**

End Date

End Status

End Action

**Graduation**

Diploma Date

Diploma Type

Diploma Period

Post Grad Location

Post Grad Plans

RUN

# Enrollment End Batch

- All Students – End Date, End Status, End Action
- Graduates – Diploma Date, Diploma Type, Diploma Period
- Can change individual students under their Enrollment tab

# Enrollment Cleanup Wizard

- Will remove next year's enrollments created with the Enrollment Roll Forward tool
- If previous enrollment was ended prior to last day of school OR
- If student fails to meet Student Assignment requirements for next year's enrollment

# Enrollment Cleanup Wizard

- System Administration>>Student>>Enrollment Cleanup Wizard

**Enrollment Cleanup Wizard**

This wizard will remove next year's enrollments that were created using the Enrollment

\* The student's previous enrollment was ended prior to the last day of the previous calendar year  
\* The student fails to meet the Student Assignment requirements for next year's enrollment

Select the calendar in which the student ended their enrollment, along with grade levels

**Select the Calendar in which the student ended their enrollment**

13-14 Campus Elem: 1-5  
13-14 Campus Elem: KG  
13-14 Campus Middle School  
13-14 Campus High School  
13-14 Campus K-8  
13-14 Alternative Learning Cen  
13-14 Campus University  
12-13 Campus Middle School  
12-13 Campus High School  
12-13 Campus K-8  
12-13 5 Day Rotation  
12-13 Campus University  
12-13 Modified Block  
12-13 Multiple Terms  
Campus Elem: 1 - 5

**Select Grades**  
☐ 01 ☐ 02 ☐ 03 ☐ 04  
☐ 05 ☐ 06 ☐ 07 ☐ 08  
☐ 09 ☐ 10 ☐ 11 ☐ 12  
☐ KG ☐ PK

**Select Service Type**  
☐ Primary  
☐ Partial  
☐ Special Ed Services

CTRL-click and SHIFT-click for multiple

RUN TEST

RUN CLEANUP

# New Enrollment History

- Under Student Enrollment Tab
- Manually insert enrollment records from other schools
- Such as 9<sup>th</sup> Grade
  - Must have to trigger the NCLB Cohort End Year
  - Check with previous school for verification of date





# New Enrollment History

Transportation	Fees	Lockers	Graduation	Athletics	AdHoc Letters
Summary	<b>Enrollments</b>	Schedule	Attendance	Flags	Grades

Save Delete Print Enrollment History New New Enrollment History

### Enrollment Editor

Edit	Grade	Type	Calendar (Schedule Name)	Start Date	End Date
	08	P	13-14 Campus Middle School (100%)	09/03/2013	
	07	P	12-13 Campus Middle School (100%)	09/04/2012	06/30/2013
	06	P	11-12 *Campus Middle School (100%)	07/01/2011	
	05	P	10-11 Arthur Elem (1-5) (100%)	07/07/2010	12/20/2010






### Enrollment History

<b>*Calendar Name</b> <input type="text"/>	<b>*Grade</b> <input type="text"/>	NCES Grade <input type="text"/>
<b>*Start Date</b> <input type="text"/>	<b>End Date</b> <input type="text"/>	<b>*Service Type</b> P: Primary
<b>Start Status</b> 00: Current Student	<b>End Status</b> <input type="text"/>	
<b>Start Comments</b> <input type="text"/>	<b>End Comments</b> <input type="text"/>	

# New Enrollment History

- Calendar Name = Previous School Name
- Grade and Start Date, End Date if appropriate



Summary **Enrollments** Schedule Attendance Flags Grades Transc

 Save 
  Delete 
  Print Enrollment History 
  New 
  New Enrollment History

**Enrollment Editor**

Edit	Grade	Type	Calendar	Start Date	End Date

**Enrollment History**

<b>*Calendar Name</b> <input type="text"/>		<b>*Grade</b> NCES Grade <input type="text"/> <input type="text"/>	
<b>*Start Date</b> <input type="text"/> 	<b>End Date</b> <input type="text"/> 	<b>*Service Type</b> <input type="text"/> P: Primary	
<b>Start Status</b> <input type="text"/> 00: Current Student		<b>End Status</b> <input type="text"/>	
<b>Start Comments</b> <input type="text"/>		<b>End Comments</b> <input type="text"/>	

# Student Transfers

- Initiating a student records transfer
- The process Inbox
- Student Records Transfer
- Completing the process

# Student Transfers








- Student Information>>General>>Records Transfer Tab
- Click “New State Transfer Request”
- Information sent directly to previous school
- Must be exact student match
- Contact school as a courtesy
- Everything you wanted to know about records transfers:
- <https://content.infinitecampus.com/sis/Campus.1917/documentation/student-records-transfer/>

# Process Inbox

Requesting  
District

**Process Inbox**







Date Range  to  Display All Processes

<input type="checkbox"/>		Process	Name	Posted Date	Due Date
<input type="checkbox"/>		Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	
<input type="checkbox"/>		Records Transfer	<a href="#">Waiting: Test, Julia 12345678</a>	04/11/2011	
<input type="checkbox"/>		Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	
<input type="checkbox"/>		Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	
<input type="checkbox"/>		Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	
<input type="checkbox"/>		Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	

Receiving  
District

**Process Inbox**

Date Range  to  Display All Processes

<input type="checkbox"/>		Process	Name	Posted Date	Due Date
<input type="checkbox"/>		Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	
<input type="checkbox"/>		Records Transfer	<a href="#">Request for you to release: Test, Julia 12345678</a>	04/11/2011	
<input type="checkbox"/>		Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	
<input type="checkbox"/>		Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	
<input type="checkbox"/>		Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	

# Completing the Process

When District  
is ready to  
approve the  
release

**Student Records Transfer**

**Release or Reject a Request for Transfer Records**

An external district is requesting the release of your district's records of a student. The request has come from an external district. The student has been enrolled in the new district, so please help to prevent incorrect data or enrollment.

Infinite Campus verifies that the requesting district is whom they say they are, and that the user making the request is a valid user. You may accept or reject this request, but you are encouraged to call the requesting district to verify the user.

**Records Transfer Lane, Susie #**

<b>Student:</b>		<b>Enrollment Type:</b> Primary			
Last Name	Test	First Name	Julia	Middle Name	Ruth
Gender	F	Birthdate	06/15/1998	SSN	
Grade	07	School	10-11 Middle School	Start Date	08/25/2010

**Requesting District & User**

District	06001 Aberdeen 06-1	Name	System Administrator	Username	admin
Request Date	04/07/2011	Work Phone		Email	
Comments <i>None.</i>					

**Releasing District & User**

District	32002 Pierre 32-2	Name	Administration Administration	Username	admin
Release Date	04/26/2011	Work Phone		Email	
Comments <div style="border: 1px solid #ccc; height: 40px; width: 100%; margin-top: 5px;"></div>					

Release Records

Reject Request

Ignore Request

# Completing the Process

You may print documents or run the import wizards

**Requesting District & User**

District: 06001 Aberdeen 06-1 Name: Username:   
 Request Date: 08/18/2011 Work Phone: Email:   
 Comments: None.












**Releasing District & User**

District: 06301 ABERDEEN CATHOLIC SCHOOL SYSTEM Name: Username:   
 Release Date: 08/18/2011 Email:   
 Comments: None.














**Status: Records released.**

Items not pertinent to the student are crossed out.













**Transfer Documents**

-  Transcript
-  ~~Census Contact Summary~~
-  ~~Extended Census Summary~~
-  Enrollment History
-  Schedule
-  Attendance Period Detail
-  Assessment Summary
-  Behavior Summary
-  Health Condition Summary
-  Health Screening Summary
-  Health Immunization Summary

**Data imports**

-  Transcript Import Wizard
-  ~~Extended Census Import Wizard~~
-  Enrollment History Import Wizard
-  Assessment Import Wizard
-  Immunization Import Wizard
-  Health Condition Import Wizard
-  Health Screening Import Wizard
-  IEP Import Wizard
-  Special Ed Evaluation Import Wizard
-  Special Ed Documents Import Wizard
-  PLP Import Wizard
-  PLP Documents Import Wizard
-  LEP Import Wizard

**Transfer Documents**

-  Quarter 4
-  Quarter 1
-  Quarter 2
-  Quarter 3
-  IEP
-  Special Ed Evaluation
-  IEP Documents
-  PLP
-  PLP Documents
-  LEP
-  LEP Services
-  LEP Accommodations

# Student Records Transfer

- System Administration>>Data Utilities>>Student Records Transfer
- Find all transfers in and out

Student Records Transfer				
Transfers				
Request Date	Name	Status	Requesting District	Releasing District
08/14/2008	Knutson, Cole	released	Tea Area School District 41-5	Menno 33-2
08/04/2008	Funk, William	request	Scotland 04-3	Menno 33-2
08/04/2008	Christian, Ray	released	Freeman 33-1	Menno 33-2
08/14/2014	Schumacher, Ashley	released	Menno 33-2	Freeman 33-1
08/13/2014	Winne, Levi	released	Mitchell 17-2	Menno 33-2



# Student Roster Setup

- Schedule Wizard available for use
  - <https://kb.infinitecampus.com/help/schedule-wizard>
- Roster
- Roster Setup
- Walk-In Scheduler
- Moving students mid-year

# Roster Copy

- Scheduling>>Roster Copy
  - Copy from one year to another or one calendar to another

**Campus**

Year **13-14** School **Campus Middle School**

Index Search Help < **Roster Copy Wizard**

This tool will copy some or all of the students from one class to another. If the student already exists in the destination calendar, students that are enrolled in the destination calendar will be copied.

<b>Source Calendar</b>	<b>Destination Calendar</b>
12-13 Campus Middle School	13-14 Campus Middle School
<b>Source Schedule Structure</b>	<b>Destination Schedule Structure</b>
Main	Main
<b>Source Course</b>	<b>Destination Course</b>
600 6th Grade Homeroom	700 7th Grade Homeroom
<b>Source Section</b>	<b>Destination Section</b>
600-1 Teacher01, Campus	700-1 Buchanan, Roland

**RUN**

**Scheduling**

- Courses
- Add Course
- Schedule Wizard
- Fill Counselor
- Fill Teams
- Request Wizard
- Roster Copy**
- Schedule Gap Filler
- Scheduling Build Constraints
- Student Gap Scheduler
- Lunches
- Scheduling Group
- Trials

# Roster Setup

- Scheduling>>Courses>>Section>>Roster Setup
  - Add students and/or Copy Sections within a year or calendar

Year  School

Index Search Help <

Course/Section

Search Course/Section  Advanced Search

Search Results: 81 Courses

- ▼ 600 6th Grade Homeroom
  - 1) Dunn, William Rm:100**
  - 2) Cooper, Helen Rm:101
  - 3) Young, Anna Rm:105
  - 4) Owens, Ruth Rm:112
  - 5) McClure, Ralph
  - 6) Morrison, Campus
- ▶ 6010S1 Foreign Language 6
- ▶ 6010S2 Foreign Language 6
- 6011S1 Keyboarding 6

**600-1 6th Grade Homeroom**  
Teacher: Dunn, William

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup**

Copy student from this section:

**Current Roster(30/30)**

Crissman, Joandac (06) 775
Cross, Pamarry (06) 783
Curry, Vivian (06) 787
David, Hellen (06) 799
Davis, Christi (06) 807
Dealtry, Suzana (06) 815
Dean, Jen (06) 819
Diegel, Kela (06) 839
Donkin, Maronia (06) 855
Driggers, Anne (06) 879
Drumm, Charisa (06) 883
Earhart, Carooke (06) 919
Eiford, Dia (06) 955
Faast, Doristi (06) 1047
Field, Courthe (06) 1079
Finlay, Anne (06) 1099

Show Students in this grade only:

Afam, James W(08) 0610004
Anderson, Anders (06) 128760021
Bfam, Karen L(08) 063000006
Cfam, Alan (08) 4205
Coughenour, Jan (06) 719
Countryman, Eilyste (06) 723
Courtney, Pamaren (06) 727
Coveney, Lorissa (06) 731
Cowart, Katrie (06) 735
Cowher, Den (06) 739
Cowper, Wenda (06) 743
Cox, Nann (06) 751
Cox, Tarcia (06) 747
Craig, Kimeene (06) 755
Cram, Alice (06) 759
Crawford, Dandrel (06) 763

# Roster Setup


- Scheduling>>Courses>>Section>>Roster Batch Edit
  - Cannot add students
  - Can End Date, mark to Repeat or mark No Credit

Amput Middle School

## 600-1 6th Grade Homeroom

Teacher: Dunn, William

Section    Staff History    Roster    Attendance    Grading By Task    Grading By Student    Roster Setup    **Roster Batch Edit**

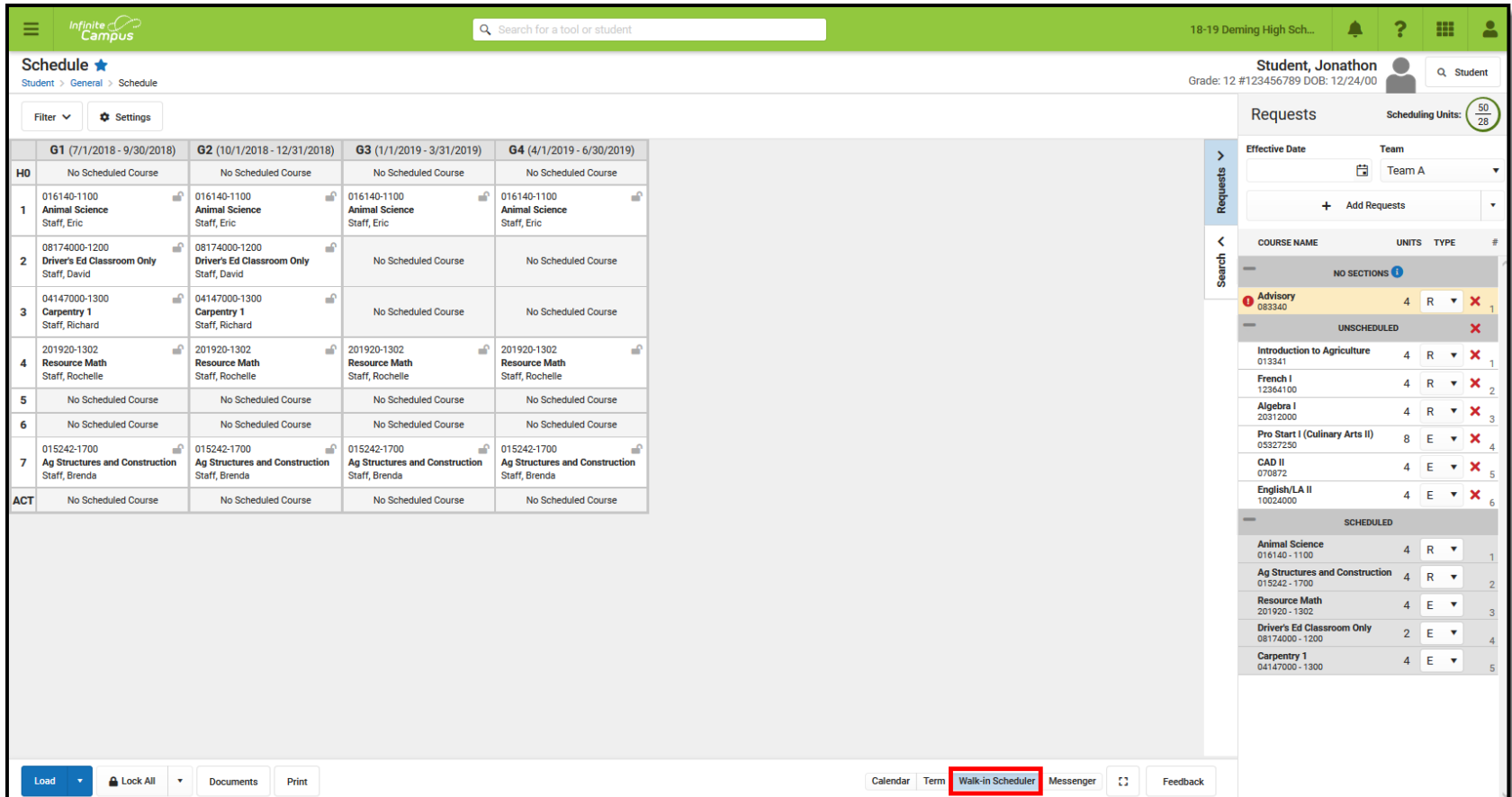
 Save

Active Students: 30

Name	Student #	Start Date	End Date	Repeat	No Credit
06 Crissman, Joandac	775	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 Cross, Pamarry	783	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 Curry, Vivia	787	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 David, Hellen	799	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 Davis, Christi	807	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 Dealtry, Suzana	815	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 Dean, Jen	819	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 Diegel, Kela	839	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 Donkin, Maronia	855	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Walk-In Scheduler

- Student>>Counseling>>General>>Schedule Tab

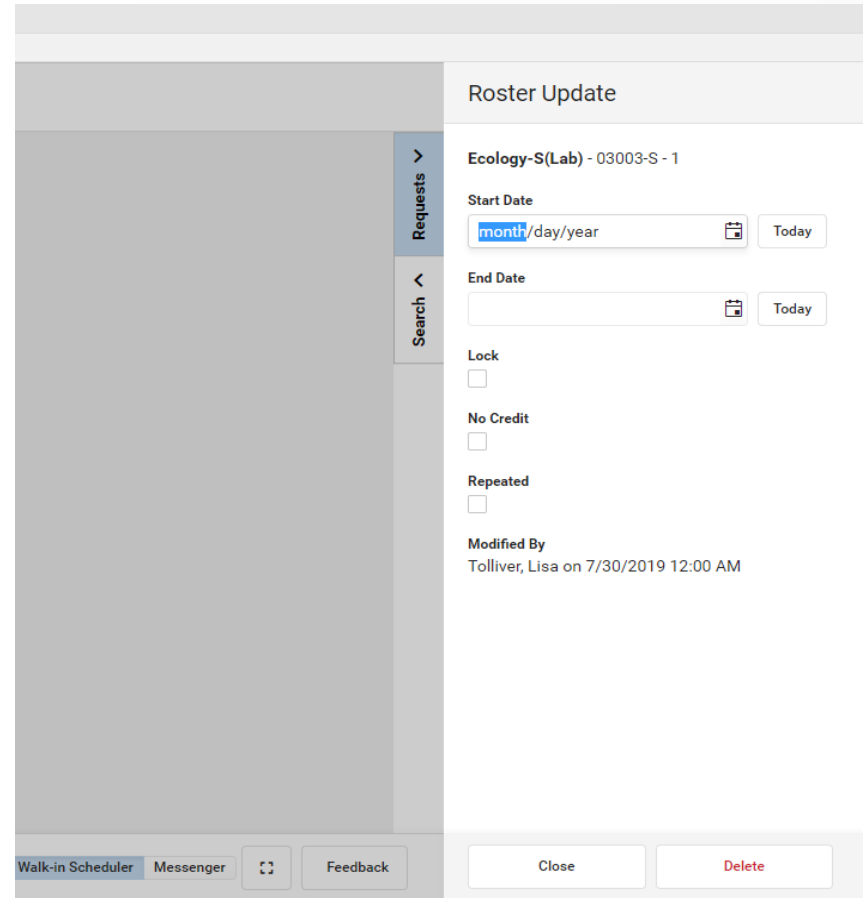


The screenshot shows the Infinite Campus interface for a student named Jonathon, Grade 12. The main area displays a schedule grid for four terms: G1 (7/1/2018 - 9/30/2018), G2 (10/1/2018 - 12/31/2018), G3 (1/1/2019 - 3/31/2019), and G4 (4/1/2019 - 6/30/2019). The grid shows various courses like Animal Science, Driver's Ed Classroom Only, Carpentry 1, Resource Math, and Ag Structures and Construction, along with their staff members. A sidebar on the right shows the 'Requests' section with a list of courses and their units, including 'Introduction to Agriculture', 'French I', 'Algebra I', 'Pro Start I (Culinary Arts II)', 'CAD II', 'English/LA II', 'Animal Science', 'Ag Structures and Construction', 'Resource Math', 'Driver's Ed Classroom Only', and 'Carpentry 1'. The bottom navigation bar includes buttons for 'Load', 'Lock All', 'Documents', 'Print', 'Calendar', 'Term', 'Walk-in Scheduler' (highlighted with a red box), 'Messenger', and 'Feedback'.

	G1 (7/1/2018 - 9/30/2018)	G2 (10/1/2018 - 12/31/2018)	G3 (1/1/2019 - 3/31/2019)	G4 (4/1/2019 - 6/30/2019)
H0	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
1	016140-1100 Animal Science Staff, Eric	016140-1100 Animal Science Staff, Eric	016140-1100 Animal Science Staff, Eric	016140-1100 Animal Science Staff, Eric
2	08174000-1200 Driver's Ed Classroom Only Staff, David	08174000-1200 Driver's Ed Classroom Only Staff, David	No Scheduled Course	No Scheduled Course
3	04147000-1300 Carpentry 1 Staff, Richard	04147000-1300 Carpentry 1 Staff, Richard	No Scheduled Course	No Scheduled Course
4	201920-1302 Resource Math Staff, Rochelle	201920-1302 Resource Math Staff, Rochelle	201920-1302 Resource Math Staff, Rochelle	201920-1302 Resource Math Staff, Rochelle
5	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
6	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
7	015242-1700 Ag Structures and Construction Staff, Brenda	015242-1700 Ag Structures and Construction Staff, Brenda	015242-1700 Ag Structures and Construction Staff, Brenda	015242-1700 Ag Structures and Construction Staff, Brenda
ACT	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

# Walk-in Scheduler

- Mid-Term adjustments
- Add start or end date
- Once completed use Messenger to send information to affected teachers



The screenshot shows a web application interface for a "Walk-in Scheduler". On the left is a large, empty grey rectangular area. To its right is a vertical sidebar with two sections: "Requests" (indicated by a right-pointing chevron) and "Search" (indicated by a left-pointing chevron). The main content area on the right is titled "Roster Update" and contains the following elements:

- Ecology-S(Lab) - 03003-S - 1**
- Start Date:** A text input field with a placeholder "month/day/year", a calendar icon, and a "Today" button.
- End Date:** A text input field with a calendar icon and a "Today" button.
- Lock:** A checkbox.
- No Credit:** A checkbox.
- Repeated:** A checkbox.
- Modified By:** Text indicating "Tolliver, Lisa on 7/30/2019 12:00 AM".

At the bottom of the interface, there is a navigation bar with buttons for "Walk-in Scheduler", "Messenger", a window icon, and "Feedback". On the bottom right, there are two buttons: "Close" and "Delete".



# Walk-In Scheduler

- <https://kb.infinitecampus.com/help/walk-in-scheduler>

# Moving Students Mid-Year - Process

- DO NOT DELETE
  - Loss of data (grades, attendance, etc.)
- Add student to new section using Roster Setup
- Use Walk-In Scheduler to apply Start/End date
  - End previous on today's date
  - Start new on tomorrow's date
- Newly enrolled appear Green for a time
- Dropped appear Red

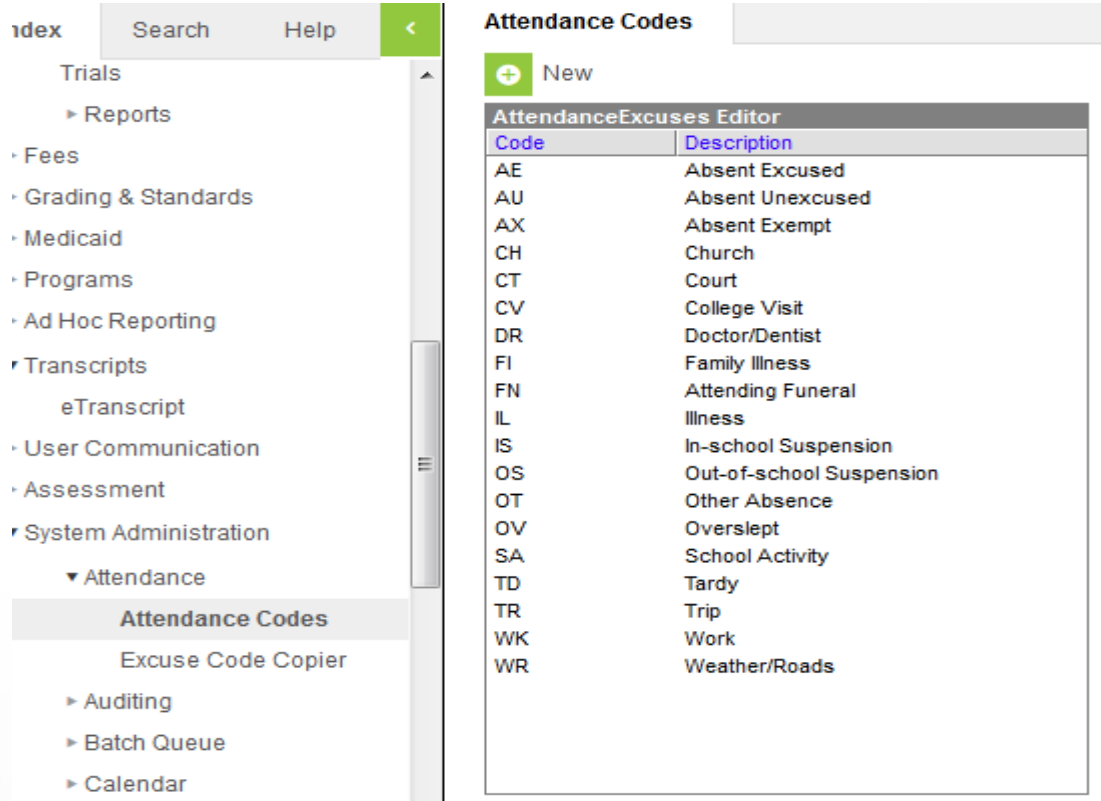


# Attendance

- Admin Setup
- Daily Attendance – Teacher
- Daily Attendance – Office
- Finalizing Attendance
- Attendance Letters
- Attendance Messenger

# Admin Setup

- System Administration>>Attendance>>Attendance Codes
  - Add more attendance codes



The screenshot shows the 'Attendance Codes' section of the Admin Setup interface. On the left is a navigation menu with categories like Trials, Reports, Fees, Grading & Standards, Medicaid, Programs, Ad Hoc Reporting, Transcripts, eTranscript, User Communication, Assessment, and System Administration. Under System Administration, 'Attendance' is expanded, and 'Attendance Codes' is selected. The main content area is titled 'Attendance Codes' and includes a '+ New' button. Below this is a table titled 'AttendanceExcuses Editor' with two columns: 'Code' and 'Description'.

Code	Description
AE	Absent Excused
AU	Absent Unexcused
AX	Absent Exempt
CH	Church
CT	Court
CV	College Visit
DR	Doctor/Dentist
FI	Family Illness
FN	Attending Funeral
IL	Illness
IS	In-school Suspension
OS	Out-of-school Suspension
OT	Other Absence
OV	Overslept
SA	School Activity
TD	Tardy
TR	Trip
WK	Work
WR	Weather/Roads

# Admin Setup

- System Administration>>Attendance>>Excuse Code Copier
  - Copy attendance codes to multiple calendars

Index

Search

Help

<

>

Lunches

Scheduling Group

Trials

▶ Reports

▶ Fees

▶ Grading & Standards

▶ Medicaid

▶ Programs

▶ Ad Hoc Reporting

▶ Transcripts

▶ User Communication

▶ Assessment

▼ System Administration
 

▼ Attendance

Attendance Codes

Excuse Code Copier

Attendance Excuse Code Copier

This tool will copy excuse codes from 1 calendar to the others, and is useful for maintaining district-wide codes. WARNING: Attendance data gets linked to an excuseID (an internal identifier), so if you delete an excuse from the list, you will also remove the excuse code from the attendance data. The data is synchronized by using the code field, so if you change a code that has the effect of deleting the old code and creating a new code, so this should only be used to modify existing code labels, add new codes, or setup/synchronize codes in new calendars.

Source Calendar

13-14 Campus Elem: 1-5

Copy Method

☒ Update matching codes and insert missing ones (Does not delete)
   
☐ Full Synchronization (Will delete codes in the destination if they are not in the source)

Copy Codes

Destination Calendars

13-14 Campus Elem: 1-5  
 13-14 Campus Elem: KG  
 13-14 Campus Middle School  
 13-14 Campus High School  
 13-14 Campus K-8  
 13-14 Alternative Learning Cen  
 13-14 Campus University  
 12-13 Campus Middle School  
 12-13 Campus High School  
 12-13 Campus K-8  
 12-13 5 Day Rotation  
 12-13 Campus University  
 12-13 Modified Block  
 12-13 Multiple Terms  
 Campus Elem: 1 - 5  
 Campus Elem: KG

CTRL-click and SHIFT-click for multiple

# Admin Setup - Classes

- Scheduling>>Courses>>Course Tab
  - Check box for Attendance

**1200S1 Algebra I**

Course   Sections   Grading Tasks   Standards   Composite Grading   Course Rules   Fees

Save   Delete

**Course Information**

CourseID 22508   Course Master Linked

\*Number   \*Name   Standards-based   Active

1200S1   Algebra I   ☐   ☒

Subject Type

State Code   Department

Mathematics

Schedule Load Priority   Max Students   Terms   Schedules   Periods   Sections to Build

30   2   1   1   6

GPA Weight   Bonus Points   Transcript   Required

1   ☐   ☒   ☒

Type   Activity

E: Elective

Homeroom   Allow student requests   Allow teacher requests/recommendations   Repeatable   Attendance   Unit Attendance

☐   ☒   ☐   ☐   ☒   ☐

Online Learning

Comments

# Side Note - Lunch

- Scheduling>>Courses>> course section
  - Checkbox for Lunch and/or Milk count

Search

Help

<

se/Section

Go

Advanced Search

h Results: 47 Courses

0S1 Algebra I

1) Cooper, Helen Rm:260

2) Dunn, William Rm:260

3) Ross, Frank Rm:270

4) Combine, Andrew Rm:290

5) Young, Anna Rm:280

6) Cooper, Helen Rm:290

7) Ross, Frank Rm:280

8) Owens, Ruth Rm:270

1200S1-1 Algebra I

Teacher: Cooper, Helen

Section

Staff History

Roster

Attendance

Gradi

Save

Delete

Section Editor

SectionID

200438

\*Section Number

1

Teacher Display Name

Cooper, Helen

Max Students

(30)

Lunch Count

☐

Milk Count

☐

Adult Count

☐

Room

260

Skinny Seq

☐

Homeroom

☐

Online Learning (Override)

()

Primary Teacher

Cooper, Helen

Section Schedule Placement

Quarters

Q1 Q2 Q3 Q4

# Attendance - Teacher

- Classroom Instruction>>Attendance

Message Center

Planner

Grade Book

**Attendance** 3

Roster

Seating Charts

Student Groups

Class Serve

Post Grades

Assignment Overview

Lockers

Period 04
☒ Period 05
☒ Period 06
Period 07
Period 08

Save
Seating Chart

67001-2

Students: 7
6
1
0
Excuse
Comments

	P	A	T		
	P	A	T		
	P	A	T		
	P	A	T		
	P	A	T		
	P	A	T		
	P	A	T		

# Attendance - Office

- Steps
- Check attendance via Daily Attendance
- Print Call Sheet
- Process student attendance
- Save
- <https://kb.infinitecampus.com/help>

# Attendance - Office

Attendance>>Daily Attendance

[Index](#)
[Search](#)
[Help](#)

[Student Information](#)
[Instruction](#)
[Census](#)
[Behavior](#)
[Health](#)
[Attendance](#)

[Attendance Letters](#)
[Attendance Messenger](#)
[Attendance Messenger Scheduler](#)
[Attendance Wizard](#)
[Classroom Monitor](#)
[Daily Attendance](#)

[Reports](#)
[ADM and ADA Detail](#)
[Attendance Reason](#)
[Consecutive Absence](#)
[Day Count](#)
[Dialer Extract](#)
[Funding Report](#)
[Home & Hospital Attendance](#)

**Daily Attendance**

[Summary Report](#)
[Caller Report](#)

**Daily Attendance**  
**Date:** 04/11/2014 [Unknown](#) [Excused](#) [Unexcused](#) [Exempt](#)

**Day:** Friday - Period Schedule: 1  
**Ad Hoc Filter:**

Note: For additional section detail hover over a period in the grid below.

Student	Number	Grade	Eb12345678	1aPeriod11	1b	2a	2b	3a
<a href="#">Details</a> Student, Tyler	987654	10						
<a href="#">Details</a> Student, Chelsea	123456	09			III	III	III	
<a href="#">Details</a> Student, Aaron	876543	12		PF	PF	PF	PF	PF
<a href="#">Details</a> Student, Morgan	234567	09		SA	SA	SA	SA	SA
<a href="#">Details</a> Student, Brittany	765432	10						
<a href="#">Details</a> Student, Damon	345678	11		PF				
<a href="#">Details</a> Student, Jade	654321	09						
<a href="#">Details</a> Student, Erika	456789	10			Med	Med	Med	Med
<a href="#">Details</a> Student, Seamus	543219	11						PF
<a href="#">Details</a> Student, Shelby	567891	11						
<a href="#">Details</a> Student, Jesse	432198	10		Tam				
<a href="#">Details</a> Student, Emre	678912	10						
<a href="#">Details</a> Student, Rachel	321987	11		Med	Med			SA
<a href="#">Details</a> Student, Jacob	789123	12						Med
<a href="#">Details</a> Student, Cheyenne	219876	10			T			
<a href="#">Details</a> Student, Charlene	891234	09						
<a href="#">Details</a> Student, Natasha	198765	11						
<a href="#">Details</a> Student, Ryan	912345	09					III	III



- Attendance Summary Section:
  - Change attendance date
  - Display the current day and period schedule
  - Ad hoc filter option allows selection of a set of students
  - Color-coded attendance excuses

Selecting an excuse displays specifics about that attendance entry. Details also appear in a hover box.

When selecting Details, the Person Summary Report displays, listing the student's relationships and households.

If the student is actively enrolled in multiple homerooms, both homeroom teachers display.


The screenshot displays the "Daily Attendance" section of a software application. The left sidebar contains navigation links such as "Student Information", "Instruction", "Census", "Behavior", "Health", "Attendance Wizard", "Classroom Monitor", and "Reports". The main area shows a summary for the date 04/11/2014, with filters for Unknown, Excused, Unexcused, and Exempt status. Below this is a grid showing student attendance across multiple periods (1a, 1b, 2a, 2b, 3a). Annotations highlight key features:

- Daily Attendance Summary:** Displays the student's name (last, first, middle), student ID, and grade level of enrollment.
- Details View:** Hovering over a student's name displays the student's homeroom teacher if the course is marked as a homeroom course.
- Multiple Homerooms:** If a student is actively enrolled in multiple homerooms, both homeroom teachers display.
- Person Summary Report:** When selecting Details, the Person Summary Report is displayed.

	Number	Grade	Eb1234567	1aPeriod11	1b	2a	2b	3a
tyler	987654	10						
helsea	123456	09				III	III	III
aron				PF	PF	PF	PF	PF
organ				SA	SA	SA	SA	SA
Student, Brittany								
Student, Damon				PF				
Student, Jade								
Student, Erika						Med	Med	Med
Student, Seamus								PF
Student, Shelby								
Student, Jesse				Tam				
Student, Emre	678912	10						
Student, Rachel	321987	11		Med	Med			SA
Student, Jacob	789123	12						Med
Student, Cheyenne	219876	10			T			
Student, Charlene	891234	09						
Student, Natasha	198765	11						
Student, Ryan	912345	09					III	III

# Attendance - Office

- Click any Attendance mark for a particular student
- You can add Attendance Code, Present Minutes and Comments
- Fill Down

 Save

Attendance Information

Date: 10/27/2014

N [Redacted]


Period Code	Status	Excuse	Present Minutes	Comments
01	▼ Absent ▼		0	
02	▼ Absent ▼		0	
03	▼ Absent ▼		0	
04	▼			
05	▼			
06	▼			
07	▼			
08	▼			


\*\*=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

# Attendance - Office

- Add Attendance prior to an event
- Student Information>>General>>Attendance Tab

Transportation	Fees	Lockers	Graduation	Athletics	AdHoc Letters	Waiver	Records Transfer	Report
Summary	Enrollments	Schedule	<b>Attendance</b>	Flags	Grades	Transcript	Credit Summary	Assessme

 Save

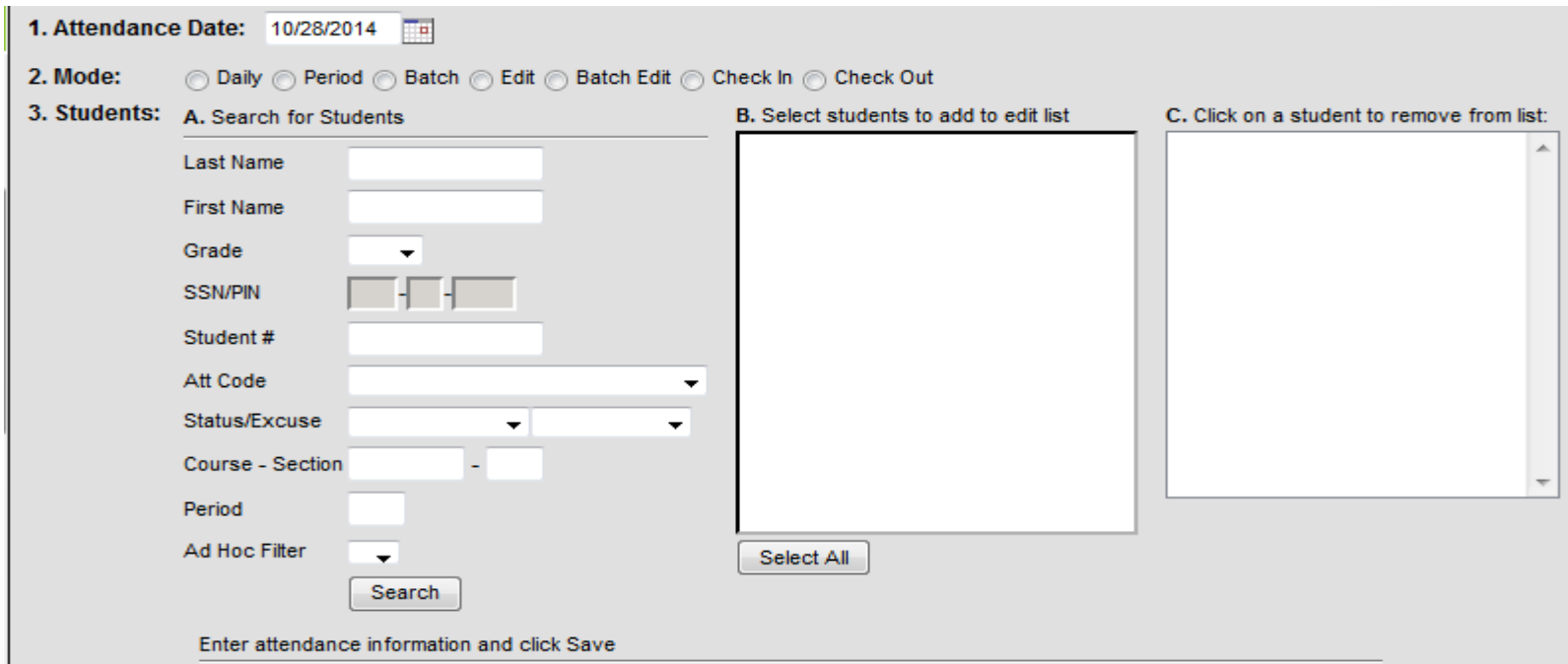
**Attendance Information**  
 Date: 10/28/2014 


Period	Code	Status	Excuse	Present	Minutes	Comments
01						
02						
03						
04						
05						
06						
07						
08						

\*\*=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

# Attendance - Office

- Attendance>>Attendance Wizard
- Search for students, choose one or many
- Enter attendance for day or period specific
- Batch – for a specific period of time
- Choose one and additional instructions appear at bottom



**1. Attendance Date:** 10/28/2014 

**2. Mode:** ☐ Daily ☐ Period ☐ Batch ☐ Edit ☐ Batch Edit ☐ Check In ☐ Check Out

**3. Students:**

**A. Search for Students**

Last Name

First Name

Grade

SSN/PIN  -  -

Student #

Att Code

Status/Excuse

Course - Section  -

Period

Ad Hoc Filter

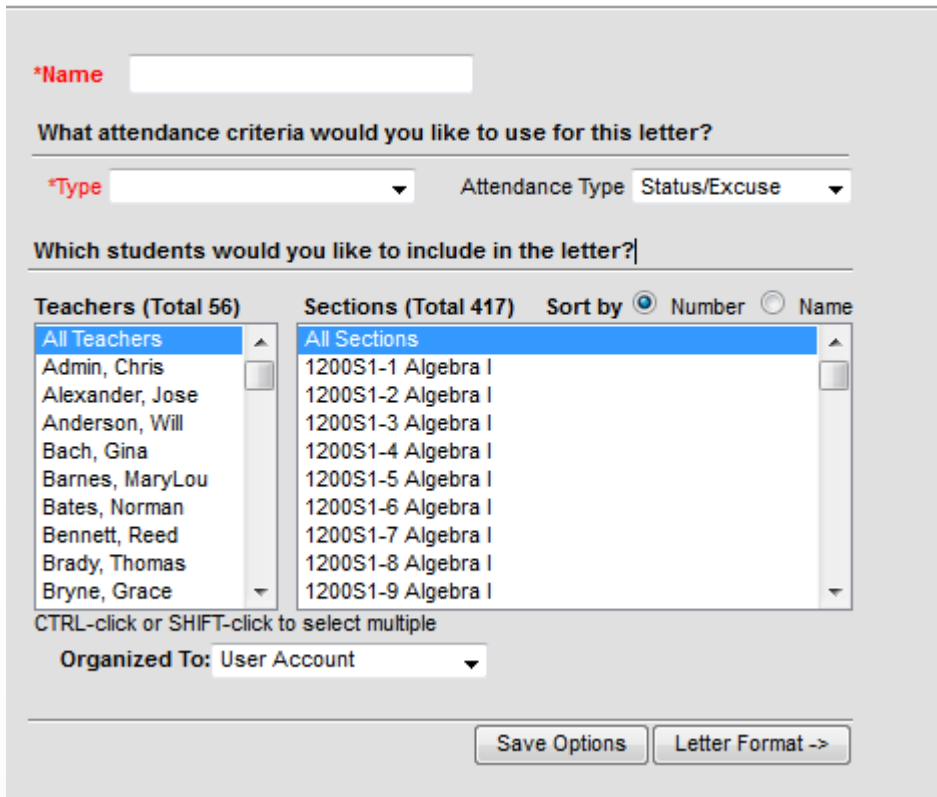
**B. Select students to add to edit list**

**C. Click on a student to remove from list:**

Enter attendance information and click Save

# Attendance Letters

- Attendance>>Attendance Letter Wizard
- Walks through the process



The screenshot shows the 'Attendance Letter Wizard' interface. It includes a text field for '\*Name', a dropdown for '\*Type', and a dropdown for 'Attendance Type' set to 'Status/Excuse'. Below these is a section titled 'Which students would you like to include in the letter?' with two lists: 'Teachers (Total 56)' and 'Sections (Total 417)'. The 'Teachers' list includes names like Admin, Chris; Alexander, Jose; Anderson, Will; Bach, Gina; Barnes, MaryLou; Bates, Norman; Bennett, Reed; Brady, Thomas; and Bryne, Grace. The 'Sections' list includes 1200S1-1 Algebra I through 1200S1-9 Algebra I. There are radio buttons for 'Sort by' set to 'Number'. At the bottom, there is a 'CTRL-click or SHIFT-click to select multiple' instruction, a 'Organized To: User Account' dropdown, and two buttons: 'Save Options' and 'Letter Format ->'.

Type – Period Marks or Course Marks allow you to eliminate course sections  
Type – Whole/Half Day Absences, Exact Day Absences, and Single Day Count do not  
Attendance Type – Attendance Code (AE – Absent Excused, DR – Doctor  
Attendance Type – StatusExcuse differentiates Excused and Unexcused

# Attendance Letter

- Attendance Letter Wizard example

Can weight each type of status  
 To determine a total Qualification  
 Criteria for Letter

**\*Name**

What attendance criteria would you like to use for this letter?

**\*Type** Whole/Half Day Absences  Attendance Type

Status	Excuse	Weight
Absent	Excused	<input type="text"/>
Absent	Unexcused	<input type="text"/>
Tardy		<input type="text"/>

**\*Qualification Criteria for Letter**

Interval ☒ by Year ☐ by Term

Which students would you like to include in the letter?

Teachers (Total 56)	Sections (Total 417)	Sort by <input checked="" type="radio"/> Number <input type="radio"/> Name
All Teachers	All Sections	
Admin, Chris	1200S1-1 Algebra I	
Alexander, Jose	1200S1-2 Algebra I	
Anderson, Will	1200S1-3 Algebra I	
Bach, Gina	1200S1-4 Algebra I	
Barnes, MaryLou	1200S1-5 Algebra I	
Bates, Norman	1200S1-6 Algebra I	
Bennett, Reed	1200S1-7 Algebra I	
Brady, Thomas	1200S1-8 Algebra I	
Bryne, Grace	1200S1-9 Algebra I	

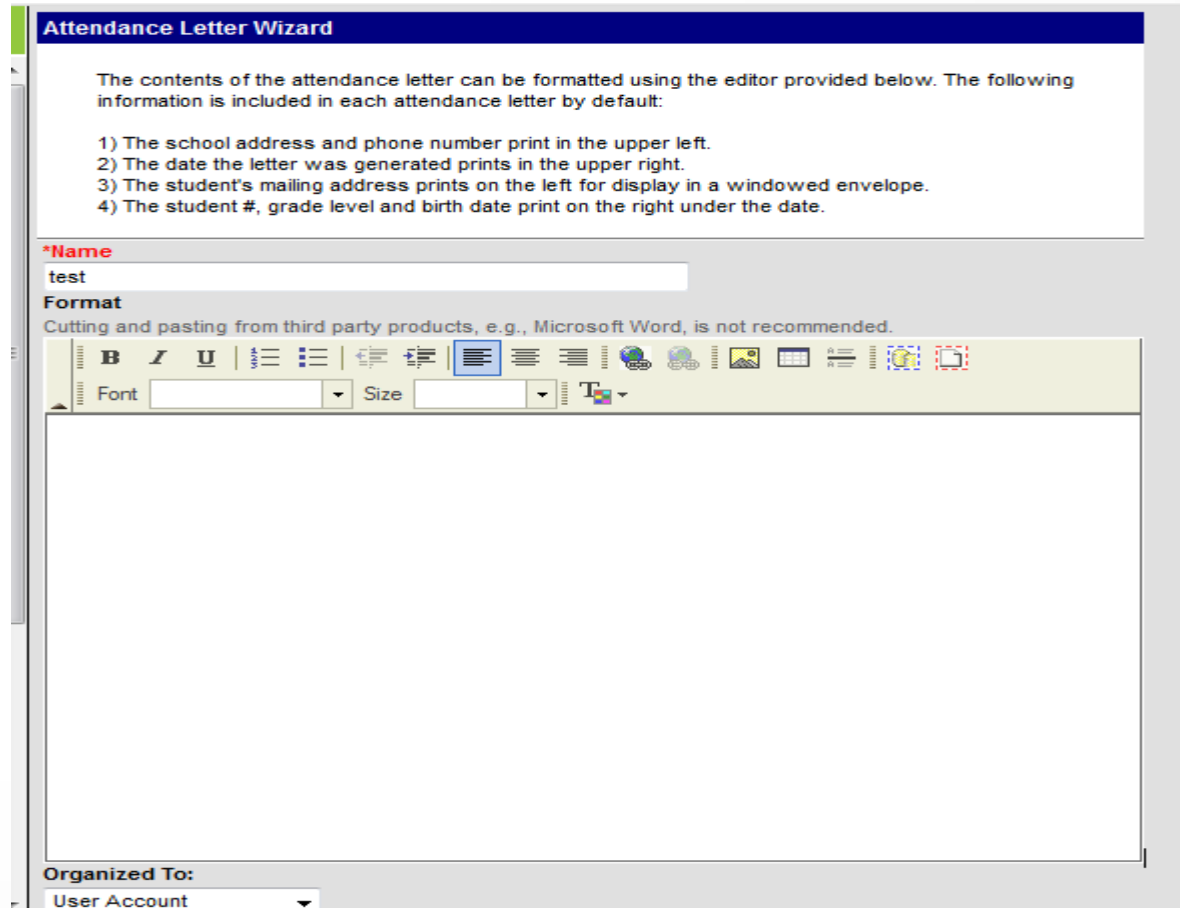
CTRL-click or SHIFT-click to select multiple

# Attendance Letter

- Attendance Letter Wizard –
- Format Letter

Note the additional information included in the letter by default.

Note – The “Organized To” so you can save for others to use.



The screenshot shows a web application titled "Attendance Letter Wizard". It contains a text area with instructions on formatting the letter, a list of default information included, a text input field for the name, a rich text editor for formatting, and a dropdown menu for organizing the letter.

**Attendance Letter Wizard**

The contents of the attendance letter can be formatted using the editor provided below. The following information is included in each attendance letter by default:

- 1) The school address and phone number print in the upper left.
- 2) The date the letter was generated prints in the upper right.
- 3) The student's mailing address prints on the left for display in a windowed envelope.
- 4) The student #, grade level and birth date print on the right under the date.

**\*Name**  
test

**Format**  
Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.

Font [ ] Size [ ] T [ ]

**Organized To:**  
User Account



# Attendance Letter

- Printing letters
- Attendance>>Attendance Letter
  - Choose letter template
  - Click Preview and Print
  - Shown a list of students affected
  - Print



# Attendance Messenger

Attendance>>

Attendance Messenger

1. Choose Grade, Status (Absent/Tardy, Excuse (Excused/Unexcused), and Minimum Periods
2. Apply Ad Hoc Filter if appropriate
3. Add Date
4. Language Preference
5. Inbox and/or Email
6. Create message
7. Save template

**Attendance Messenger**

Attendance Messenger sends attendance related messages to Messenger contacts based on the criteria selected. The Template Name and User/Group can be changed after selecting Save or Copy.

User/Group User

Template <new>
Save Copy Delete

---

**Enter the filter criteria for Attendance Messenger:**

Grade  
All Grades

Status

Excuse

Minimum Periods

AND AND AND

Ad Hoc Filter (Further narrows criteria)

Effective Date  
11/01/2014

Limit delivery to contacts that speak  
No Language Preference

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Delivery Devices: ☒ Inbox ☐ Email

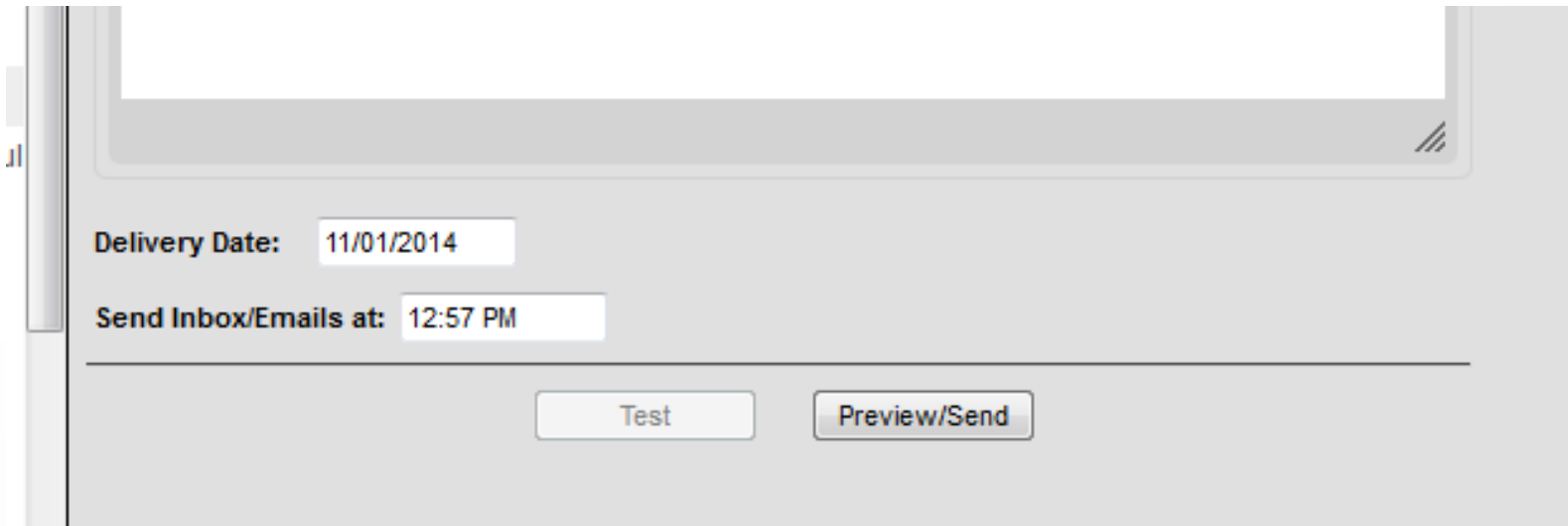
Message Subject Student Attendance

Message Body  
Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.

**B** **I** **U** | | | | | | |

# Attendance Messenger

- Set Deliver Date and Time
- Preview/Send



The screenshot shows a web interface for the Attendance Messenger. It features a light gray background with a white sidebar on the left. The main content area has a header bar with a close button (three diagonal lines). Below the header, there are two input fields: "Delivery Date:" with the value "11/01/2014" and "Send Inbox/Emails at:" with the value "12:57 PM". At the bottom, there are two buttons: "Test" and "Preview/Send".

Delivery Date: 11/01/2014

Send Inbox/Emails at: 12:57 PM

Test Preview/Send

# Attendance Messenger Scheduler

- Attendance>>Attendance Messenger Scheduler
- Based on Template created in Attendance Messenger
- Choose specific calendar affected (EL, MS, HS)
- Run Daily, Weekly, Monthly,

Scheduled Attendance Message For test1

\*Schedule Name

\*Calendar

13-14 Campus High School

\*Start Date/Time

Disabled

☐

Sender

Chris Admin

Recurring Frequency

1 time only

Send confirmation email

☒

Attendance Filter Criteria Detail

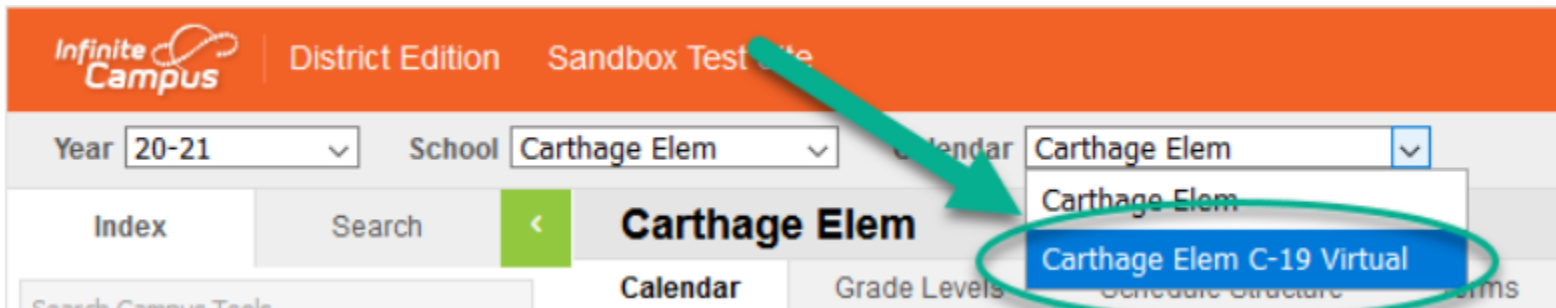
Grade	Status	Excuse	Minimum
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# Attendance Notes

- When setting up a Letter or Messenger
  - Be sure your results match your intent
  - Do not set up automatic until you are sure
- <https://kb.infinitecampus.com/help>
  - Look under Attendance Communication

# COVID-19 Calendars

- Can a district choose to create a separate calendar within an already existing school to house their students who are choosing to attend virtually? A: Yes. A district utilizing Distance Learning options 1, 3, or 4 for the 2020-21 school year (see <https://doe.sd.gov/coronavirus/documents/SupportingStudents.pdf>) can create an additional calendar within an already existing school. To provide consistency throughout the state, the DOE is asking for districts to name these new calendars as follows: Calendar Name = Name of School C-19 Virtual (Example = Carthage Elem C-19 Virtual)



The screenshot shows the Infinite Campus interface. At the top, there is an orange header with the Infinite Campus logo and the text 'District Edition Sandbox Test Site'. Below the header, there are dropdown menus for 'Year' (set to '20-21') and 'School' (set to 'Carthage Elem'). To the right of the 'School' dropdown is a 'Calendar' dropdown menu. This menu is open, showing two options: 'Carthage Elem' and 'Carthage Elem C-19 Virtual'. A green arrow points to the 'Carthage Elem C-19 Virtual' option, which is highlighted with a green circle. Below the dropdown menus, there is a navigation bar with 'Index', 'Search', and a green arrow pointing left. To the right of the navigation bar, there is a section titled 'Carthage Elem' with sub-sections for 'Calendar', 'Grade Levels', 'Schedule Structure', and 'Forms'.

- Can a district create one calendar to house all students (K-12) who are attending virtually? A: No. Districts must utilize their existing school structure and create separate virtual calendars for each attendance center. (Example: Elementary, Middle School, High School).
- Starting Well 2020: <https://doe.sd.gov/coronavirus/startingwell.aspx>